

August 5, 2020
Revised September 10, 2020
Revised October 7, 2020
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Bishop Public School Return To Learn Policy and Procedures 2020-2021



Family and Community Communication

Bishop recognizes the importance of clear and consistent communication. With this in mind, Bishop has provided multiple ways for families to engage in meaningful communication such as text, website, app and social media. Families should ensure that phone numbers and emails are updated with the school office.

Enrollment

Enrollment will take place online for the 2020-2021 school year. In order to enroll your child(ren) we **MUST** have a valid email address on file. Please email the following information before August 3, 2020 to enrollment@bishop.k12.ok.us:

1. Your Name
2. Email address
3. Your student (s) name.

Enrollment dates for Bishop are August 3, 4, & 5, 2020.

Bishop Public School classes during the 2020-2021 year will begin as virtual learning for all students the first nine weeks of school. Bishop teachers will be providing instruction during virtual learning. All teachers will adhere to the district pacing guides that are aligned to the Oklahoma Academic Standards. A device, chromebook or iPad, will be provided for each student to use for virtual /distance learning. Families in need of internet connectivity will be provided with wi-fi hotspots.

Parents can pick up student devices on Thursday, August 13, 2020 from 8:00AM - 3:00PM.

Based on the current COVID-19 situation, Bishop Public School is planning to begin in-person instruction for students on Monday, October 19, 2020. There will be two methods for instruction offered: Option 1 Traditional On-site or Option 2 Virtual (online). Parents have the opportunity to choose the instructional method that works best for their students.

Instruction Methods:

Option 1: Traditional On-site model for instruction

- Students receive instruction in the classroom for the majority of the school year and possibly the entire year, as long as the public health officials deem it safe.
- Students and staff will practice the CDC guidelines for social distancing.

Option 2: Virtual (online) model of instruction:

- Students receive instruction online.
- The school district will provide the software and hardware for virtual learning.
- A certified teacher from the district will communicate and provide instruction with the students according to a weekly schedule.
- Teachers will adhere to the district approved Pacing Guides that are aligned to the Oklahoma Academic Standards for all instruction and assignments.
- The grading requirement will be to take at least two grades per subject each week.
- Students will continue to use the device provided by the school district.

Quarantine Procedure:

Student:

1. Any student with a positive COVID-19 test result must quarantine.
2. Students who self quarantine without a positive test will receive instruction using google classroom with their teacher. They are required to complete school work when it is due.
3. Students who become ill during the self quarantine may not be able to complete school work by the due dates. These students will be allowed one week after returning for instruction to turn in or submit assignments.
4. Students who are quarantining and cannot complete their school work, due to a positive COVID-19 test, will have one week to complete assignments after returning back to school.
5. If there is a positive case in a classroom, the whole class will quarantine for 14 days.

Teacher / Staff:

1. In the event that a class is quarantined, the teacher will go to the school and teach virtually. Quarantining in the classroom unless the teacher is ill.
2. In the event the teacher is too sick for virtual learning, a substitute will be available to assist students at times designated by the district.
3. In the event that the teacher is quarantined at home, assignments will be posted in google classroom and the teacher or a substitute will be available to assist the students.

TRADITIONAL ON-SITE

SAFETY PROCEDURES

Screening Staff, Students and Visitors

Existing law provides that anyone with a communicable disease is prohibited from attending

a private or public school, and Oklahoma State Department of Health rules acknowledge the importance of preventing and controlling communicable diseases. Bishop has adopted a screening policy that reflects a commitment to safe and respectful screenings in accordance with applicable privacy laws and regulations. The policy adopted allows for screening staff, students and visitors upon entry to the facility or school vehicles. Screenings could include temperature (2 times a day for faculty and staff), health questionnaire and isolation of those with COVID-19 symptoms. Visitation in the school building will be limited to emergencies only. Parents and visitors are asked to wait in the foyer by the front office upon entering the door. Entrance to the hallways, classrooms, gym and other common areas of the school will not be permitted.

Masks/Face Shields

Common Areas: Students, parents, faculty/staff, and visitors are required to wear a mask in all common areas such as: hallways, buses, restrooms, etc. where social distancing is not possible.

Prekindergarten and Kindergarten Classrooms: According to the City of Lawton, persons under the age of 6 are not required to wear a mask. Therefore, wearing a mask in the classrooms for prekindergarten and kindergarten students will be recommended but not required.

First Through Sixth Grade Classrooms: Masks are recommended for students in classrooms if social distancing is not possible (i.e. If you are within six feet or less of another person). Masks are optional in classrooms when social distancing guidelines can be followed.

Faculty and Staff: Masks are recommended in offices and classrooms if social distancing is not possible (i.e. If you are within six feet or less of another person). Masks are optional in offices and classrooms when social distancing guidelines can be followed. When faculty and staff wear masks they are required to wear the KN95 masks that the school has provided (CDC does not recommend homemade masks). The CDC recommends wearing a new mask daily. Face Shields have been provided for all faculty and staff. It is recommended to wear a face shield when taking care of someone who is sick or giving a breathing treatment.

Social Distancing and Gatherings

Bishop School will consider ways to keep individuals apart. When in groups, individuals will be separated by at least six feet whenever possible. If the need arises, Bishop is prepared to close all common areas where staff and students may gather. In addition, for areas such as gymnasiums and playgrounds Bishop will consider dividing students into groups small enough to maintain social distancing and mark appropriate distancing with tape, if necessary, to help students know where to sit or stand.

School and School Vehicle Cleaning

Enhanced cleaning and sanitization practices will be in place and occur frequently to ensure that the facility is disinfected to include high touched surfaces such as door handles, faucets, light switches, desks, drinking fountains, computers or tablets. Rooms will be disinfected daily using Clorox 360 machines. The district will provide training to all faculty and staff on improved cleaning routines and provide EPA approved disinfectants. There will be no sharing of school supplies to limit the amount of contact from student to student. School vehicles will be cleaned and sanitized daily after each use.

COVID-19 Protocol

Staff and students should not come to school and should notify the school if they have COVID-19 symptoms, are diagnosed with COVID-19, are awaiting for test results, or have been exposed to someone with symptoms or a confirmed or suspected case of COVID-19.

Bishop School has specific COVID plans in place for both students and staff. In the case that a student begins exhibiting symptoms of COVID-19 during the school day the Student Plan will be followed. If a staff member answers yes to one or more screening questions or begins exhibiting symptoms of COVID-19 during the school day the Faculty/Staff Plan will be followed.

Student Plan Classrooms:

1. Student will be isolated and parent contacted to pick-up their child.
2. School Staff will disinfect the room(s) where the student has entered.
3. Student will be required to have a negative COVID-19 test result before returning to school.
4. If a student has a positive COVID-19 test result, Comanche County Health Department will be contacted to begin contact tracing. Parents of students in contact with the infected student will be contacted.

Student Plan Buses:

1. If there is a COVID-19 positive case on the school bus everyone on the bus may be quarantined for 14 days. However, if students have assigned seats that they use daily and they are 6 ft away from each other, then possibly half the bus will quarantine for 14 days.
2. If the bus driver has a COVID-19 positive case, everyone on the bus will quarantine for 14 days.

Faculty/Staff Plan:

1. Faculty or Staff member will be sent home immediately.
2. Room(s) will be disinfected.
3. If a Faculty or Staff member has a positive COVID-19 test result, Comanche County Health Department will be contacted to begin contact tracing. Parents of students in contact with staff will be contacted.

SCHOOL DAY PROCEDURES

● Bus

1. Buses will run daily.
2. Since, social distancing may be difficult on school buses all students in Prekindergarten through sixth grades and staff will be required to wear face coverings on the bus.
3. Students will have assigned seats on the bus to help with social distancing.

● Arrival

1. Student temperatures will be taken with a facial scanner as they enter the building.
2. Students will go directly to their classrooms after entering the building.
3. No parents or other persons will be allowed to enter the building during student drop off in the morning. Parents must remain in their cars.

● Specials

1. Special classes such as Physical Education, Computer and STEM will take place within the classroom.
2. Students will not leave their assigned classroom other than restroom breaks.

● Meals

1. Breakfast and Lunch will be offered to every student.

2. Student breakfasts for all grade levels will be delivered to the classrooms.
3. Student lunches for prekindergarten and kindergarten will be delivered to the classroom in disposable containers.
4. Students in first through sixth grades will have an alternating lunch schedule to allow less people in the hallways. The students in first through sixth grades will be picking up their lunches at the cafeteria.
5. Trash cans will be placed in each classroom and pushed into the hallway when everyone has finished eating.

● **Recess**

1. Students will have recess one class at a time outside on the playground.
2. There will be an alternating recess schedule. Recess will last 15 minutes for each class.
3. Students will be required to wear a mask to and from recess, while in the hallways.
4. When outside students will be encouraged to social distance during recess.

● **Dismissal**

1. Parents who need to check their child out of school during the day for appointments must enter the building at the main entrance to the office.
2. **Bus:** A staff member will take the students to the school bus.
3. **Parent Pick-up:** Students will be in the hallway waiting to be picked up and masks are required. Anyone picking up students at the end of the day will be required to drive through the parent pick-up lines. There will be no walking in the building to pick up students at the end of the school day.

● **After School/Extracurricular Activities**

1. After school activities may be provided to a limited number of students once traditional school begins.
2. If after school activities take place, students will be in their classroom and face coverings will be recommended.
3. The Extended Day program will be for a limited number of students. If weather permits, extended day students will be outside. If there is bad weather, extended day students will be in the gymnasium.

SAFEGUARDS AT SCHOOL

● **Classrooms**

1. No sharing school supplies. A supply list is available. All students should come to school with their own set of supplies.
2. Chairs and desks will be spread out to allow for social distancing as much as possible.
3. No class parties will take place.
4. No food is to be brought into the building for parties, birthdays etc.

● **Water Fountains**

1. Water fountains will be available for the 2020-2021 school year.
2. Water fountains will be cleaned hourly.
3. Students are encouraged to bring their own personal water bottle to school.

● **Restrooms**

1. Restroom breaks will be scheduled for each class to reduce congestion and allow for safe distancing.

2. Restrooms will be cleaned and disinfected frequently throughout the school day.

● **Hallways**

1. No individual students in the hallway without being called by office personnel (i.e. leaving for an appointment etc.).
2. Hallway times for each class will be scheduled to reduce congestion and allow for safe distancing.

● **Library**

1. The library will be closed until further notice.
2. The district will provide books for students virtually.

● **Technology**

1. Students will be issued a Chromebook, 2nd, 3rd, 4th, 5th and 6th grades, for virtual learning.
2. Students will be issued an iPad, Pre-K, K, and 1st grades, for virtual learning.

● **Conferences**

1. All conferences will take place over the phone or virtually to include IEP and 504 meetings.
2. All signatures required will be gathered digitally.

● **Counseling**

1. The school counselor will be available to ensure social and emotional well being.
2. The counselor will provide resources to students and families as needed.

VIRTUAL MODEL **Online at Home/Anywhere**

INSTRUCTION PROCEDURES

- Virtual instruction is teacher paced.
- Bishop certified teachers provide the instruction via Google Classroom platform.
- Lessons and curriculum follow district pacing guides, which can be found on the Bishop app and website to ensure alignment to the Oklahoma Academic Standards.
- Teachers provide pre-recorded lesson videos to ensure student access to effective instruction.
- Assignments uploaded to the Google Classroom.
- Two grades taken each week in all subjects to monitor student progress and will be used for student report cards.
- Monthly formative assessments will be given.
- Students take benchmark assessments as required by the district: Each nine weeks (STAR) and/or beginning, middle and end of the school year.
- Students and teachers log in live using Google Meetings for routine face-to-face interactions.
- Students receive one-to-one support as needed.
- Students can have group discussions and meet with classmates when using Google

Meetings.

LEARNING ACTIVITIES

- Reading/ELA
- Math
- Science/STEM
- Social Studies
- Physical Education
- Fluency: Reading and Math
- Interactive Games / Lessons
- Listening to Audio Clips
- Watching Videos for Lessons and/or Information
- Collaborative Discussions
- After school/extracurricular activities may be suspended during virtual learning

STUDENT WEEKLY EXPECTATIONS

- Google Classroom meetings online: 2 to 5 hours each week.
- Log in with the teacher will vary based on teacher schedule.
- Independent work on academics (not including google meetings with the teacher): 6 to 12 hours each week.
- 1 to 2 hours each week on PE/Library/Stem

COUNSELING

- The school counselor will be available to ensure social and emotional well being.
- The counselor will provide resources to students and families as needed.

ATTENDANCE

- Students will be considered in attendance if the student weekly expectations are met.
- Attendance will also be determined based on the teacher log-in schedule for google meetings with students.