

ELK EXCELLENCE

Return to Learn: Elk City



Elk City Schools
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Introduction

The leadership and Board of Education for Elk City Public Schools firmly believes that our students need to be in a school environment. The health and safety of our employees and students will always be our top priority. In order to come to school safely, it is vital that we have a detailed plan related to every aspect of our daily operations. This plan represents weeks of planning and preparation from our school leadership teams and our Safe & Healthy Schools Committee on how to best keep our students and employees at school. This plan may change as guidelines from the Oklahoma State Department of Health, Oklahoma State Department of Education, and CDC also change.

Guiding principles

In order to ensure the continued well being of all our students and employees, the following guiding principles have been put in place:

1. Employee and Student Safety Measures
2. Input From School and Community Members
3. Following Health Guidelines
4. Support for Families
5. Equitable Access to Instruction

Elk City Public Schools will use the [State Department of Education Covid-19 Safety Protocols and Designations](#) as well as the Oklahoma State Department of Education Return to Learn Oklahoma Framework for Reopening Schools plan as **guidance** for our district when making decisions concerning Health Protocols, Masking, Special Education Classrooms, Visitors and Service Providers, Extracurricular Activities and Group Assemblies.

How the plan was developed

The Elk City Return-to-Learn Plan was developed through several months of meeting with the district leadership team, the Board of Education, teachers, students, parents, and community members.. The district has also received guidance from the Centers for Disease Control (CDC), State Department of Education, State Health Department, and Beckham County Health Department. All of the input and data compiled throughout this process has been carefully reviewed to ensure that decisions are made according to what is best for the community of Elk City and for Elk City Public Schools. **This plan will be reviewed by stakeholders at least every six months and revised as needed. All revisions will be made in coordination with State and local health officials.**

Important Guidance on COVID-19

[CDC Considerations for Schools](#)

[CDC K-12 School: Readiness and Planning Tool](#)

[CDC How to Protect Yourself and Others](#)

[Oklahoma State Department of Education Return to Learn Oklahoma](#)

[CDC Symptoms of COVID-19](#)

Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19 and are encouraged to contact their primary care physician:

Fever or chills	Fatigue	New loss of taste or smell
Cough	Congestion or runny nose	Nausea or vomiting
Shortness of breath/difficulty breathing	Muscle or body aches and/or headache	Diarrhea (loose stools of 3 or more)

EMPLOYEE AND STUDENT SAFETY

Screening and protocols

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring **employees and students** to complete a daily self-screening which includes answering a set of questions related to COVID-19 symptoms. The self-screenings should take place **before** coming to school.

Employee Screening and Protocols

- Daily online form provided to all employees.
- Employee completes screening prior to arriving at work. If answering yes to any question, the
- employee must contact supervisor immediately and do not come to work until further notice.
- Each building/department in the district will have temperature-taking devices.
- Employees should report any temperature of 100 degrees Fahrenheit or higher to their supervisor immediately.
- All screening information will be kept confidential.
- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center.
- Link to employee daily screening form:
https://docs.google.com/document/d/1-HLh-fDPbrHGTALwBFCibEabRXEM_TywADji5EWEed38/edit

Student Screening and Protocols

All Elk City students will not be screened at school daily. Parents will need to complete a self-screening questionnaire with their child(ren) each day before coming to school. The self-screening questionnaire includes answering a set of questions related to COVID-19 symptoms and will be provided online. In order to limit exposure and possible spread of COVID-19, it is important that any student who has a fever of 100 degrees Fahrenheit not come to school. Students becoming feverish (100 degrees or higher) at school must be picked up by a parent or approved adult as soon as possible.

If a student has a 100 degrees Fahrenheit or higher while at school:

- That student will be assessed by the school nurse and taken to a safety area immediately.
- The student may return to school when at least one of the following conditions have been met.
 1. have been fever-free for 3 days without the use of a fever-reducing medication
 2. have a COVID-19 test confirming a negative prognosis
 3. been cleared by their primary care provider to return to school.
- Any student sent home for fever or COVID-19 symptoms may participate in distance learning activities provided by the teacher, and as long as those assignments are completed satisfactorily and on time, absences will not be counted against the student.
- Link to daily student screening form:
https://docs.google.com/document/d/1AuKLu35Bxdd35pNHq8W_fkNLA8RrLlyvrwNdmbawH58/edit

Diagnostic Testing and Vaccinations

School nurses will have the ability to test students and staff members for Covid-19 at school. A BinaxNow rapid test will be used by school nurses for testing. The school nurses will complete the training program to administer the BinaxNow Covid-19 tests. The test kits will be supplied by the Oklahoma State Health Department and all test results will be reported as instructed by the OSDH.

Covid-19 vaccination clinics will be held at school for students and staff members in coordination with the Beckham County Health Department on an as needed basis. All staff members and age appropriate students will be highly encouraged to receive the Covid-19 vaccine.

Employee/Student COVID-19 Positive

If an employee or student has been diagnosed with COVID-19, they may return to the school when these criteria are met:

1. Individuals will stay home until 10 days have passed since symptoms first appeared; AND
2. Individuals will stay home for 72 hours (3 full days) with no fever without the use of fever reducing medication; AND
3. Individuals will stay home until other symptoms have improved such as cough and shortness of breath; AND
4. Other options include 2 and 3 above PLUS two negative tests spaced at least 24 hours apart.

Please click on link to see the full Elk City Return to School Plan for the Health Office
<https://docs.google.com/document/d/1yWq72896iIXs0CZH9b3xSiHXwkGWxynCActzejslQz-s/edit>

SCHOOL OPERATIONS

Academic Calendar

The academic school calendar is published on our district website at www.elkcityschools.com

Communication

The district will be using **Parent Square** for communication. Each teacher will receive training and will send messages to parents through **Parent Square**. All school sites will continue to use social media such as Facebook for communication. Direct communication with site principals and teachers through text and email will be used on a regular basis. Elk City Public School is committed to strong communication and responsive action. **It is very important that the school has up-to-date cell numbers and emails.**

Please update your information on a regular basis.

Please update your contact information with your child(ren)'s school with any changes. Current email addresses and phone numbers for parents will be essential for each student to have on file.

Visitors, Gatherings, and Field Trips

- **All school visitors will be encouraged to wear a mask upon entering any school building, unless fully vaccinated.** Any visitors past the school office will only be approved at the discretion of the site principal.
 - All visitors will be required to complete a short health screening questionnaire.
 - All visitors will be required to use hand sanitizer upon entering.
 - All visitors will be asked to social distance when possible.
- **Gatherings will be conducted in-person with social distancing (assemblies, programs, field trips).**
- **Field trips will be evaluated on a case by case basis and approved by administration.**
- **Open House and Meet the Teacher will be conducted in the format most effective and safest for each building.**
- At this time, parents will not be allowed to walk their child to the classroom.

Use of Face Coverings

- The current CDC recommendation is that people who are fully vaccinated do not need to wear a mask. Face masks will not be required at school for students or staff members. The use of face masks will be encouraged for all staff members and all students who are not fully vaccinated or as recommended by the CDC or Oklahoma State Department of Health.
- **The correct procedure for wearing a mask is included in the link below by the CDC.**
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html

Cleaning procedures and protocols

- Each site will have a checklist and a timeline of completion for daily sanitization practices.
- Our district has purchased Clorox 360 sanitation machines and handheld fogging machines. These electrostatic spraying machines deliver cleaning solutions to the front, back, and sides of surfaces for superior germ protection. These machines will be used in the district as they become available.
- School staff will provide continual cleaning of commonly touched surfaces (door handles, bathrooms, water fountains, etc.).
- All of the filters for the HVAC system will be changed district wide prior to school starting.
- Ventilation systems will be monitored in each building to maintain optimal ventilation.
- As many hallway drinking fountains as possible will be replaced by bottle filler stations.
- Deep cleaning of all surfaces will take place on scheduled days.
- All cleaning products and disinfectants will be EPA approved for use against COVID-19 and will be approved for use in schools.

Bathrooms

- In addition to normal cleaning procedures, extra sanitation processes will be performed throughout the day by the custodial staff members.

Classrooms

- Classrooms will be sanitized during the teacher's planning period, if possible.
- Each classroom will have a bottle of disinfectant spray for teachers to disinfect as needed.
- Where available, students will wash their hands with soap and water when entering the classroom.
- Each classroom will have hand sanitizer for students and staff to sanitize hands in classrooms where soap and water are not available.
- Proper handwashing procedures and respiratory etiquette will be taught to all students at the beginning of the school year and refreshed as needed. Information about handwashing and respiratory etiquette from the CDC will be used for education.
www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/oralhealth/infectioncontrol/faqs/respiratory-hygiene.html
- Students and staff will limit the sharing of supplies, utensils, devices, toys, books, and learning aides. When sharing items, disinfecting will be done as needed.
- Social distancing will be maintained throughout the district as best as possible.
- All classes will maintain assigned seating where possible.
- If a student or staff member tests positive for Covid-19, school nurses will initiate contact tracing procedures. Nurses will follow contract tracing procedure guidelines provided by the CDC, OSDH, Beckham County Health Department, and Tribal Health Department.

Buses

- Parents/guardians are strongly encouraged to bring their student(s) to school when possible.
- Each bus will be sanitized after each morning and afternoon route.

- Wearing a mask while riding a bus is highly encouraged due to the lack of social distancing, unless fully vaccinated.
- When weather allows, all bus windows will be down for proper air circulation.
- Hand sanitizer will be provided on all buses and used when boarding.
- All buses will maintain assigned seating.

Cafeteria

- Students will use hand sanitizers located in the cafeteria.
- Students will practice social distancing as much as space allows. We will limit the number of students in the cafeteria as schedules allow.
- Breakfast/lunch locations will be determined by each site. This could be in the classrooms, outside, or in the cafeterias with social distancing being taken into consideration.
- Serving procedures will be modified to speed up serving times and allow for more social distancing.
- Staggered lunch schedules to accommodate less mixing of students.
- All cafeterias will maintain assigned seating as needed.

Personal protective equipment (PPE)

- Our school district has purchased bulk supplies of disposable gloves, disposable face masks, gel hand sanitizer, disinfectant, paper products, hand soap, and other commonly used items.
- The district will promote a culture of good hygiene practices and teach proper hygiene practices to model the safest behavior possible.
- There will be signage district wide concerning safe and healthy practice.

Facility Use by Outside Organizations

- Facility use by outside organizations will be determined on a case by case basis. Consideration will be given for organizations able to commit to guidelines for limiting exposure to the COVID-19 virus. Additional cleaning fees may be required.

Pickup and Dropoff

Pickup and dropoff procedures will vary between schools. Please look to information that will be posted online by each school for their specific procedures.

Athletics and Extracurricular Activities

- Facilities and equipment will be clean and sanitized daily.
- Procedures for athletics and extracurricular activities will be followed in conjunction with recommendations from OSSAA and our local health professionals. Information about practices and precautions will be posted through each activity's sponsor or department.

ACADEMICS AND GROWTH

Elk City will offer options for learning opportunities this school year.

All at-school learning: This learning option will involve an in-person classroom setting and schedule with social interaction among teachers and peers. Student/grade levels who have traditionally changed classes throughout the day will do so. Cleaning and sanitation will follow a set schedule.. Students will have the option to participate in activities offered by Elk City Public Schools.

Virtual Learning: Our Virtual Elk program will offer an all or blended virtual learning environment with online learning management systems **for a limited number of students that meet program requirements**. Students must have internet access to complete work at home. Chromebooks or appropriate devices will be provided by the district for our Virtual Elk Program. Our district uses Edgenuity and PathBlazers for the main part of our virtual platform with other platforms used when needed. **Students will still be required to come to campus for all state testing, district benchmark testing, and some course assessments.**

There is an application process, orientation academy, placement committee, and academic counseling before placing a student in our Virtual Elk program. Please contact Robin Coffman at the Elk City Board of Education office for more information on our Virtual Elk Program. (580) 225-0175.

Distance learning: Some distance learning days may be needed for learning if COVID-19 conditions change as advised by our local or state health department and the CDC. Distance learning days may be intermittent or long term as conditions warrant. Distance learning days will be considered a day of attendance for students and assignments may be given for a recorded grade. If the entire district, a single site or a single classroom transition to distance learning the approved [Distance Learning](#) plan and online curriculum policy will be followed. **Distance learning can be for a short period of time, and extended time or an A/B schedule.**

Attendance: Attendance policies will be in place for all academic options. ECPS is committed to continuous learning whether the student is at school or at home. In-person school attendance will be recorded as in the past. Virtual or distance learning attendance will also be recorded. Students will be responsible for engaging in the required learning activities by the given timeline assigned by the teacher. Failure to complete required online assignments **or attend required virtual or in-person meetings** will result in students being counted absent and will follow truancy and the chronic absentee policy.

Student with Special Needs

Individualized Education Plans (IEP), 504 Plans, and English Language Academic plans will be followed with the assistance of site principals. District related services providers, such as speech and OT/PT, will be in contact with students and parents to arrange for continued services following Covid-19 protocols. **Appropriate accommodations for students with disabilities will be maintained and followed according to safety policies.** IEP and 504 meetings will be held in person unless a request is made for a phone or video conference. All IEP/504 team members are required to participate.

Enrollment

ECPS has an online enrollment. All enrollment information can be found on the school website. **Questions can be directed to the district registrar at the Board of Education Office.**

Access to Technology

Devices will be provided for students starting with high school students and working down to lower grades as equipment is purchased and becomes available. Teachers and principals will help identify students who need technology assistance and a checkout system will be utilized.

Grades 7-12: A chromebook, charger, and case will be checked out to all students. Students will carry the chromebooks from class to class and take them home at night. Students will be responsible for charging their chromebook each night.

Grades 4-6: Chromebooks will be checked out to students to carry from class to class during the day and students will leave the devices at school each day to charge overnight. If virtual or distance learning is utilized, chromebooks will be taken home by the students.

Grades K-3: Virtual Elk students will have a device checked out to them to use at home. If distance learning is needed, a device will be checked out to the students.

Students without connectivity will provide resources that align to OAS standards and allow for education to continue. Teachers will try to make contact with students on a regular basis.

Internet connectivity

- Elk City Public Schools has a few wireless hotspots to distribute to homes that do not have internet access. These devices will be given on an as-needed basis and are very limited.
- The district has wired the high school student parking lot and the middle school north parking lot with wifi capabilities.

WHOLE CHILD AND FAMILY SUPPORTS

Student and family needs

- The district will continue to offer services through the food pantry, clothing program, Backpack for Kids program, and the hygiene closet.
- Elk City Public Schools has added additional partnerships with Red Rock Behavioral Health Services to provide additional counseling services.

Counseling services

- All school sites will maintain full-time counselors.
- Elk City's Project AWARE grant has two full time staff members to help students and families with counseling services as needed.
- Project AWARE has purchased an online Social Emotional Curriculum that can be tailored to meet the specific needs of students and covers relevant topics to provide support to all grades in the district.
- For additional information about mental health, contact your school's site principal or, AWARE Community Grant Manager.

FREQUENTLY ASKED QUESTIONS

What is Traditional (In-Person) Learning?

Elk City's traditional learning pathway will allow students to take their full course work in a classroom setting with health and safety protocols described in this Return to Learn plan.

What is the *Virtual/Elk* program?

Virtual learning means the student takes all of his/her courses in a virtual setting away from the school regardless of schools being open or closed. A certified teacher directs the instruction through the use of a learning management system. The all-virtual option is a semester-long commitment. Virtual Instruction is offered K-12. Students enrolled in all-virtual may participate in extracurricular activities. Students will be responsible for transportation to and from extracurricular activities practice hours. All-virtual instruction allows students to have a flexible learning schedule instead of a traditional class schedule. Virtual learning can happen any hour of the day.

What is Distance Learning?

Distance learning will be used when school is closed due to COVID-19, inclement weather, or other unforeseen circumstances to allow students to continue with education plans directed by their classroom teachers.

How will virtual learning be different from at-home learning during the closure last spring?

Students who select virtual school will be required to attend and fully participate. Virtual school this year will be a full course load of instruction and assignments that is comparable to what students who are attending school in-person will be required to complete. Attendance will be determined based on students' engagement in learning activities on the given timeline. The workload may vary depending on the subject.

Where can I get a COVID-19 test?

School Nurses, Sarah Senger (580) 821-0260 and Lindsay Marks (580) 339-2382

Beckham County Health Department, call for appointment (580) 225-1173

Xpress Wellness, call for appointment (580) 303-9293

Contact your local health care provider for further information about COVID-19 testing

Can districts refuse an individual access to school property or a school sanctioned event if they have the virus? Yes. Existing law provides that persons having a communicable disease are prohibited from attending a private or public school. Schools should notify a local health department with any questions or concerns about any coronavirus related illness of a student, staff member or other member of the public, make preparations to send that individual home and advise them to seek medical advice.

Will the school close if there is a positive test? A positive diagnosis does not necessarily mean shutting down a school site or the entire district. ECPS does not have a "set" number of cases that will trigger a closure of a bus route, site, department, or the entire district. We will work closely with medical professionals and the Beckham County Health Department to make those decisions. It is important to note that health officials at all levels are predicting interruptions for traditional on-campus learning for the upcoming school year. ECPS will work hard to keep as much of the district open as possible.

What can I do to help?

- Donations of hand sanitizer, disinfectant wipes, masks, and additional school supplies would be helpful at each site.
- Keeping your child's school up to date on current parent/guardian phone numbers and email addresses.
- Notify your child's school and one of the school nurses if they have had any exposure to someone who has tested positive for COVID-19.
- Letting your child's teacher or school know if you need assistance with internet access, devices, or meals.
- Having masks or other appropriate face coverings available for students to have at school in applicable circumstances.
- Openly communicating any concerns directly with your child's teacher or school site.

- Working with the school site as they change visitor protocols and the check in/check out processes as warranted.
- The district will be in need of additional substitute teachers, bus drivers, and custodial staff. If you are interested in working for Elk City Public Schools, refer to the school website for job openings.
- Please be flexible and patient while keeping in mind that all things are subject to change as we are trying to ensure the safety of our staff and our students

