



KEOTA PUBLIC SCHOOL

Safe Return Plan

2021-2022

LETTER FROM SUPERINTENDENT

Dear Parents and Guardians,

It is always exciting to begin a new school year and this year is no different. Keota Public School takes the safety of our children and families very seriously and I want to assure you that this is the case here as well. We have spent countless hours working as a team to cover every area in order to avoid the spread of any disease that may come onto our campus. This plan addresses the issues that we feel the school may face. Please read this document carefully and let us know of any other concerns that you may have.

Keota has a highly qualified staff with 34 certified teachers, 3 administrators, a certified reading specialist, a certified speech pathologist, a certified guidance counselor, and a certified media specialist/librarian. We also offer physical therapy and occupational therapy services to those students who qualify. Although school will not be the same, we still plan to provide playground time; breakfast, lunch, and a snack; field trips at no cost to the families; organized sports; physical education; and social interaction with peers and teachers.

Thank you for working with us to provide a quality education for your child. We hope to work closely with our families as we bridge the traditional educational setting to the new educational setting. This will be a time for all of us to work as a team and to build stronger relationships between the community, families, and school.

Sincerely,

Twylah R. Morris

Twylah R. Morris, M.Ed.
Superintendent

District Leadership Team

District Superintendent	Twylah Morris
Elementary Principal	Brandy McClary
High School Principal	Bryan Akins
Counseling/Alt Ed	Candice Dominguez
Special Education	Melissa Harris
General Education Teacher	Sharla Drummonds
Business Manager KPS	Joyce Smith
Parent	Carlene Price
Student	Layce Price
Student	Kayce Harris

The purpose of the team is to develop communication protocols with staff and families; adopt health and safety protocols, including coordination in the event of closures or disruptions to learning; determine policies to be reviewed or adopted; advise on school calendar options for the 2021-2022 school year; determine instructional models and plans that support students and families; and review district information technology (IT) and connectivity plans for student access to curriculum for continuous learning.

Communication Plan MISSION AND GOALS

It is the mission of Keota Public School to keep our families and community informed through various methods of communication. These methods are intended to keep all stakeholders involved in the academic success of our students.

Strategy	Purpose	Timeline	Audience	Persons Responsible
Website	Keep current and vital school information updated on the website with curriculum news and email links for all teachers	Ongoing	Staff, students, parents, prospective students, and their families	Administration, webmaster, all teachers
School Newspaper	School news, events, dates, and learning tools will be compiled and distributed to keep stakeholders updated	Monthly	Staff, students, and parents	Administration, All teachers, Yearbook class
School Sign	Change message regularly to reflect upcoming events and important school information	Ongoing	Staff, students, parents, and community	Administration, assigned school staff
All-Call System (Iris)	Mass calling system to notify parents of events at schools	Weekly	Parents	Administration
Media (Print and Electronic)	Networking with media venues to keep community abreast of newsworthy events and information	As needed	Parents and community	Administration, assigned staff
School-wide fliers, memos and other materials sent home when necessary	Announcements/reminder of important dates and information	As needed	Students and parents	Administration
School Handbooks	Update and distribute at the beginning of the year to outline school procedures and expectations for the year	Annually	Teachers, students, and parents	Administration and all teachers
Staff Handbook	Communicate updates of policies and procedures relevant to staff	Annually	Teachers	Administration
Open house	Communicate with parents and community information regarding the upcoming school year, including RSA, 7th grade orientation, and school report card information.	Annually	Parents, students, community	Administration and all teachers

Parent-teacher conferences	Individual meeting with parents to discuss student progress and academic growth	At least two times per year and as needed	Parents	All teachers
Student progress reports and report cards	Communicate successes and challenges to parents and families	Quarterly	Parents and students	All teachers
Teacher phone calls	Communicate with parents on urgent matters or matters that require more personal interaction	As needed	Parents	Administration and all teachers
E-mail	Communicate with parents on urgent matters or matters that require more personal interaction	As needed	Parents	Administration and all teachers
Graded work, tests, and assignments sent home	Keep students and parents updated on academic progress within the classroom	Ongoing	Parents and students	All teachers
Teacher messages entered in student's folder	Inform parents of pertinent information	As needed	Parents	All teachers
Staff Meetings	Open communication with staff regarding news, updates, professional development, and school-wide calendar	Monthly	Teachers	Administration
Grade/subject level team meetings	Teachers meet to discuss curriculum issues/concerns and student data	As scheduled	Administration, teachers, and students	Administration and all teachers
School Board Report	To communicate relevant information to the school board about the schools, including upcoming events and activities	Monthly	School Board members, staff, and community	Administration

Contact the school anytime by phone at 918-966-3950 or text at 918-448-9678 or through the school's Facebook page at <https://www.facebook.com/KeotaPublicSchool/>.

COMMUNITY RESOURCES

KiBois Community Action Foundation is a community-based organization that provides a transit system, housing and weatherization programs, veterans programs, as well as community service programs in our area. For more information visit: www.kibois.org/

Stigler Public Library provides a variety of services for the community. It is a branch of the Southeastern Public Library System of Oklahoma. For more information visit: www.sepl.ent.sirsi.net

Haskell County Extension Office-OSU provides programs related to animal and human health, 4-H and youth development, community, and rural development. For more information visit: www.extension.okstate.edu/county/haskell/haskell.html

Local Resources Available (Haskell County)

Counseling Services

*** Creoks Mental Health**

1407 N.E. "D"
Suite A
Stigler, OK 74462
(918) 967-3304

• Carl Albert Community Mental Health Center

1407 N.E. D, Ste. D
Stigler, OK 74462
(918) 967-8491

• Counseling Services

605 E. Main
Stigler, OK 74462
(918) 967-3100

Health Care

*** KEDDO Area Agency on Aging**

1002 Hwy. 2 North
Wilburton, OK 74578
(918) 465-2367

*** Health & Wellness Center**

1505 E. Main Street
Unit A
Stigler, OK 74462
(918) 967-3368

***Lions Club (Eye Wear)**

P.O. Box 26
Stigler, OK 74462
(918) 967-8312

***Keota Masonic Lodge -286 (Eye Wear)**

Clothing

*** Church of Christ**

506 S.E. A Street
Stigler, OK 74462
(918) 647-2618

*** The Community Store**

112 E. Main
Stigler, OK 74462
(918) 967-1122

*** United Methodist Church**

502 N. Broadway
Stigler, OK 74462
(918) 967-8861

Education

*** Adult Basic Education**

302 N.W. E Street
Stigler, OK 74462
(918) 967-2805

Family Violence

***KI BOIS Community Action**

Women's Shelter
P.O. Box 727
Stigler, OK 74462
(918) 967-3277

**Crisis Line (918) 967-3277
(877) 810-5637**

***Oklahoma Safeline**

(800) 522-7233

Child Care

*** Southeastern Child Care Resource and Referral Agency**

1405 N. 4th Ave.
Durant, OK 74701
(888) 320-5205

Food Pantry

*** KIBOIS Community Action Food Pantry**

1025 East Main
Stigler, OK 74462
(918) 967-9017

*** Trinity Baptist Church Food Pantry**

113 South Broadway (alley behind police station)
Stigler, OK 74462
3rd Thursday of each month 9-?

*** Victory Worship Center Food Pantry**

302 SW Main Street
Keota, OK 74941
(918) 966-2249

Housing/Shelters

*** KIBOIS Community Action Women's Shelter**

P.O. Box 727
Stigler, OK 74462
(918) 423-0032 Crisis Line
(918) 426-0448 Office

*** Housing Authority**

200 S.E. B
Stigler, OK 74462
(918) 967-2631

Suicide Prevention

*** Crisis Intervention & Suicide Prevention**

(800) 488-7386

*** Adult Learning Resource Center**

Stigler High School
309 N.W. E Street
Stigler, OK 74462

*** KIBOIS Community Action Head Start**

200 W. E. "A" Street
Stigler, OK 74462
(918) 967-3325

*** Kiamichi Technology Center**

1401 Old Military Road
Stigler, OK 74462
(918) 967-2801

Local Churches – Ministerial Alliance

First Baptist Church

P.O. Box 128
Keota, OK 74941
(918) 966-3533
Bro. Mike's Cell: (918) 441-9533

Victory Worship Center

Heath Cole
40709 ECR 1250 Rd.
Keota, OK 74941
(918) 839-8445

Lone Elm Freewill Baptist

Tommy Brown
P.O. Box 65
Keota, OK 74941
(918) 566-2224

Cowlington Baptist Church

Larry Harris
20155 NCR 4560 Rd.
Keota, OK 74941
(918) 966-3348

Rockford Freewill Baptist

Billy Long
20212 N. Keota Landing Road
Keota, OK 74941
(918) 966-3883

Financial

*** Child Support Enforcement Division**

100 N. 5th Street
McAlester, OK 74501
(800) 522-2922

Substance Abuse/Addiction

*** Carl Albert Community Mental Health Center**

1407 N.E. "D" Street, Ste. D
Stigler, OK 74462
(918) 967-8491

Non-Profit Organizations

*** Salvation Army**

200 S.E. "A" Street
Stigler, OK 74462
(918) 967-3325

Cross Church

Brandon Mooneyham
16516 Countyline Road
Keota, OK 74941
(918) 441-1781

Unity Baptist Church

Scott Welch
40125 Hwy. 26
Keota, OK 74941
(918) 413-6159

Saving Grace Refuge

Keota, OK

Centerpoint

Norman Bland
Keota, OK

Methodist Church

Mike Morgan
P.O. Box 252
Keota, OK 74941
(918) 607-1741

EMPLOYEE/VISITOR COVID-19 SCREENING QUESTIONNAIRE

[No Copies--Must be filled out completely each day]

NAME: _____ DATE: _____ TIME: _____

(VISITOR) REASON FOR ENTRY: _____

1. Do you have any of the following symptoms?

- Fever (100 degrees° F/37.8° C or greater)
- Cough (Not related to allergies or asthma)
- Sore throat (not related to allergies)
- Congestion or runny nose
- Nausea or vomiting
- Shortness of Breath or difficulty breathing (Not related to allergies or asthma)
- New Loss of Taste or Smell
- Chills or repeated shaking with chills
- Diarrhea
- Body aches

3. Have you tested positive for COVID-19 or have been tested for COVID-19 in the past 14 days?

- Yes No

4. Have you been exposed to anyone that has tested positive for COVID-19 or anyone who is being tested for COVID-19 in the past 14 days?

- Yes No

CERTIFICATION

I hereby certify that the responses provided above are true and accurate to the best of my knowledge.

Signature: _____

Date: _____

COVID-19 PLAN

Contact Tracing In Combination With Isolation And Quarantine

In the event of a potential case, Keota Public Schools will follow recommended CDC guidelines and state requirements for reporting.

In the event of a positive case, Keota Public Schools will follow recommended CDC guidelines and state requirements for reporting.

All students in quarantine or isolation will immediately begin distance learning.
All employees who are in quarantine or isolation will work from home (unless they are ill).

Quarantine—separating a healthy person from others.

Isolation—separating an ill person from others.

Exposure—being within 6 feet of a person for 15 minutes or more, sharing food or drink (or anything else by mouth), hugging or kissing.

Covid Team Members

Superintendent	Twylah Morris
HS Principal	Bryan Akins
ES Principal	Brandy McClary
Counselor	Candice Dominguez
Special Ed Director	Melissa Harris
General Ed Teacher	Susan Geer

Each team member must complete a 6-hour course through Johns Hopkins on Contact Tracing

Diagnostic and Screening Testing is available through the County Health Department.

Efforts to Provide Vaccinations to School Communities- free vaccinations are offered by the County Health Department and Choctaw Indian Health Services.

Appropriate Accommodations for Children with Disabilities with Respect to Health and Safety Policies: The special education director works with the school administration to ensure that the needs are met within our special needs population.

Coordination with State and Local Health Officials: Keota works closely with the County Health Nurses to provide screening, vaccinations, and to assist the school with contact tracing.

ENVIRONMENTAL FACTORS & MITIGATION STRATEGIES

Universal and Correct Wearing of Masks

The CDC recommends the use of masks or cloth face coverings in many contexts. Keota Public School recommends, to the extent possible, the use of masks or face coverings for all students and staff. Masks should cover the nose and mouth and fit snugly on the person's face.

Hand Washing and Respiratory Etiquette

Promoting a Culture of Good Hygiene Practices

Schools are essential for establishing good hygiene practices among students. Teachers and staff will

- Teach and remind students about coughing and sneezing etiquette.
- Keeping hands away from face and others
- Effective hand washing practices and hand sanitizer use
- Social distancing practices
- Extended time during breaks to encourage best hygiene practices.

Cleaning and Maintaining Healthy Facilities

Facility maintenance and custodial staff will follow a detailed cleaning and maintenance schedule that includes:

- Clean high contact areas such as: door handles, faucets, water fountains, light switches, desks, computers/tablets, and other shared items daily
- Water Fountains: There will be water bottle filling stations in every classroom building. Students and staff are encouraged to bring filled water bottles or other non-breakable water containers to school with them.
- Restrooms will be cleaned multiple times throughout the day by the site custodial staff.
- Antiviral spray will be used on door handles and other universally used areas daily.

Improving Ventilation

- Replacement of standard air filters with HEPA filters.
- Facility usage for non-school functions will be monitored and groups will be required to follow cleaning guidelines.

Calendars and Schedules

Traditional - The majority of the school year, and possibly the entire year, will be on-site learning as long as public health officials deem it safe to do so and the school is prepared with appropriate health and safety measures.

Distance Learning Option

Students and families will be provided a distance learning option by site

- Parents may request the option for their child(ren) to attend school through distance learning or to attend school through the traditional classroom setting.

Distance Learning Guidelines

1. Medical Recommendation from a physician
2. Previous Success Rate Virtual (This can change at any time.)
3. Limited public exposure
4. Principal Approval
5. Parent Statement: "I take full responsibility for the instruction, completion, and prompt return of all materials."
6. According to state requirements, a student must complete 90% of the work to be counted in attendance.

- The option can only be changed at the beginning of each 9 weeks (unless approved by the principal).

Physical Distancing

Cafeteria

- Elementary: Students will rotate through the cafeteria in smaller groups
- High School: Students in grades 7-12 will have a choice between going to the cafeteria and getting a grab-n-go breakfast and eating in the commons area at the high school campus.

Playground/Outside common areas—Students will be in smaller groups.

Library

- Students will use the library in controlled groups.

Gymnasium

- Large groups will be divided to use both gyms and outdoor classroom when weather permits.
- Restrooms are cleaned thoroughly twice per day.

Computer Lab

- Assigned seating, and computer area cleaned between classes.
- Chromebooks will be used in some of the classrooms and will be assigned to a student

Student Drop-off will be located on main street in front of the pre-k building between 7:30-7:55 a.m. School will start promptly at 8:00 a.m.

Visitors

- Visitors will report directly to the office.

Social Distancing in Classrooms

- Students will be spaced a reasonable distance apart
- Windows will be open when possible
- Surfaces will be wiped down frequently, including light switches and door handles
- Students will be assigned seats

Personal Protective Equipment (PPE)

The CDC recommends the use of masks or cloth face coverings in many contexts. Keota Public School recommends, to the extent possible, the use of masks or face coverings for all students and staff. Any employee preparing or serving food will be required to wear face masks or covering, gloves, and a disposable apron.

Transportation Plan

Bus drivers are responsible for the following items:

- Bus Folder: Each bus will have a folder that includes
 - Pre-trip inspection form (**MUST BE FILLED OUT and COMPLETED DAILY**)
 - Seating Chart
 - Route Map
 - Departure times (AM routes)
 - Stops notated
- Bus Cleanliness:
 - Each driver will maintain an acceptable level of cleanliness on his or her bus. (NO FOOD or DRINKS)
- End-of-route Procedure: All bus drivers will
 - Check bus for sleeping students
 - Collect any left behind student property and place in front seat behind bus driver for student recovery during the following route
 - Properly secure all windows
- Activity Buses: Bus drivers for activities are responsible for cleaning and fueling the bus after the activity is completed.

Cafeteria Plan

Breakfast

Students will eat in the cafeteria on a rotation schedule. Students in grades 7-12 will go to Room 2 in the high school for a grab-n-go meal or the cafeteria for a hot meal.

Lunch

PK-6th grade students will eat lunch on a rotating schedule in the cafeteria. Students in grades 7-9 will have the choice of going to the cafeteria for a hot tray or going to Room 2 in the high school for a grab-n-go meal. Students in grades 10-12 will have the choice to go to the cafeteria for a hot meal, go to Room 2 in the high school for a grab-n-go lunch, or go to town.

Both

Offer v. Serve- Meals will be prepared and served with all components.

Silverware- All real silverware will be run through the dishwasher for sterilization.

Trays-Real trays will be used in the cafeteria and will be run through the dishwasher for sterilization. To-go trays and containers with lids will be used to take meals to the classrooms and the high school.

Trash receptacles- will be placed in the cafeteria. There are 12 trash barrels on the outside campus. The breezeway at the high school will be set up with tables and seats for outside dining for grades 9-12. The auditorium will be set up for indoor dining for grades 7-12. These receptacles will be emptied and taken to the dumpster after every meal.

Share Table-Will be provided

Seating-students will eat with their peer group.

Salad Bar-There will be no salad bar this school year.

Staff Meals-Teachers and staff are responsible for marking the sheet that they have eaten. No one is allowed to mark another teacher's name, including cafeteria staff.

Visitors-There will be no visitors allowed in the cafeteria, except for grab-n-go pickup and holiday meals unless school board approval listed in "special events."

Students who are not attending school on-site-Grab-n-go meals will be available between 8:00 and 8:30 for breakfast, 12:30 and 1:00 for lunch.

Water Fountain—A touchless water bottle filling station will be available in the cafeteria along with a touchless bubble fountain. Parents are encouraged to send filled water bottles to school with their child.

PPE-Gloves, masks, and disposable aprons will be worn by any person preparing or serving food.

Special Events-Special events will be allowed with school board approval. This includes fundraisers and facility use by community members.

ACADEMICS & GROWTH

Continuity of Services In Case of School Closure

Safe Return Plan Working Group

District Superintendent	Twylah Morris
Special Education	Melissa Harris
Counseling/Alt Ed	Candice Dominguez
Safe School Committee	Bryan Akins
Family Member	Brandy McClary

Launch Instruction— Teachers will utilize digital methods to communicate with students and parents.

Instructional Assessment Plan—All students in grades K-8 will be assessed for reading and math using STAR at the beginning of the year, mid-year, and end of the year to determine gaps and progress. Students in grades 9-12 will be assessed using Exact Path and Study Island for all core subjects. The special education department will be using the WRAT to determine if further testing is needed.

Grade-level & Content-Specific Approaches—Teachers will be preparing lessons based on grade level state standards. Keota Public School uses the following digital resources:

- | | |
|-----------------------|--------------|
| ● Star Fall | Grades PK-1 |
| ● Reading Eggs | Grades PK-3 |
| ● Math Seeds | Grades PK-3 |
| ● Get Epic | Grades PK-6 |
| ● ABCYA | Grades PK-6 |
| ● Storyline Online | Grades PK-6 |
| ● ABC Mouse | Grades PK-6 |
| ● YouTube/KidTube | Grades PK-12 |
| ● Discovery Education | Grades PK-12 |
| ● MY ON (Library) | Grades PK-12 |
| ● Google Classroom | Grades PK-12 |
| ● Sheppards Software | Grades K-12 |
| ● KHAN Academy | Grades K-12 |
| ● Reading IQ | Grades 1-4 |
| ● Math Prodigy | Grades 1-12 |
| ● Study Island | Grades 2-12 |
| ● NEWSELA | Grades 2-12 |

How Curriculum and Instruction will Support Social-emotional Well-being—Teachers can incorporate weekly social-emotional lessons school-wide. Topics could include self-management, self-awareness, responsible decision making, relationship skills, and social awareness.

Support Pre-kindergarten and Kindergarten Instruction—Enrollment packets will be provided during the summer prior to school starting. Parents will be given the OSDE Family Guide for the grade level of their child.

In the event of a school closure:

- Contact Information – Please contact your child’s school to ensure we have the most up-to-date phone number, email and address on file for your family. This will be important so that we can communicate often.
- Office Hours – Superintendent’s Office will be open Monday—Thursday 9:00 a.m. -12:00 p.m. High School Office will be open Monday—Tuesday 9:00 a.m. – 12:00 p.m. Elementary Office will be open Wednesday—Thursday 9:00 a.m. – 12:00 p.m.
- Communication—Contact the school anytime through text at 918-448-9678 or through the school’s Facebook page at <https://www.facebook.com/KeotaPublicSchool/>. Each teacher will contact parents to provide teacher information.
- Principals will be available Monday—Thursday 9:00-2:00 by appointment or phone at 918-966-3950. Superintendent is available any time by text at 918-448-9678.
- Technology—We realize that not all students have access to internet services. However, if the student does have access to internet, but does not have a tablet or computer, the school will provide a Chromebook to be checked out and returned at the end of the school year. Please contact the school if your child will need a Chromebook.
- Special Education Services – It is the expectation of the Keota Board of Education to continue to offer those services normally made available to students who are placed on an Individualized Education Plan. Occupational therapy and Physical Therapy are working on developing activities that can be performed by the student at home under the supervision of the parent. Speech services will be performed via paper/pencil packets and phone contact and videoconferencing as needed. Keota Public Schools has chosen the video conference software ZOOM as the preferred method of video conferencing. Resource room teachers will also be available by telephone and/or video conference. It is our expectation to provide lessons which meet all the requirements of your child’s academic plan and to make our teachers available to help children with any academic needs as they

arise. If you have any questions regarding your child's special education services, please call Melissa Harris Monday—Thursday from 9:00 a.m. to 12:00 p.m. at 918-966-3950.

- Assignments—Keota Public School will send home assignments that are a blend of online and hard copy activities for our students to do independently and with their parents or guardians. Assignments will be available for pick-up Mondays 9 a.m. to noon. We will continue to modify assignments for our special needs students and provide related services.
- Time Frames for Daily Academic Learning by Grade Level—
 - Pre-K/Kindergarten 30 min.
 - 1st/2nd 45 min.
 - 2nd/3rd/4th 60 min.
 - 5th/6th 25 min per teacher
 - 7th – 12th 30 min per teacher—not to exceed 3 hours
- Lesson Delivery—Teachers will use a variety of methods to make daily contact with the students, including but not limited to phone calls, story time through Facebook live or YouTube, lesson demonstrations, Facebook (or other social media) posts, or letters in the packets.

Extra-curricular Activities Events Held on School Property

Outdoor Activities, including (but not limited to): football, baseball, softball, etc.

Masks are recommended

Social Distancing is promoted

Players will not reuse or share water bottles or towels

Indoor Activities, including (but not limited to): basketball, academic bowl, etc.

Masks are recommended

Social Distancing is promoted

Players will not reuse or share water bottles or towels

This is a working document and can be changed at any time as needed.