



# **Robin Hill Public School**

## **Back to School Plan 2020-2021**

### **A Guide to Reopening Schools in Response to COVID-19**

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## Introduction

In response to the COVID-19 pandemic, which caused schools to close unexpectedly in March 2020 and is a continuing threat to public health, Robin Hill Public School has created a guide to reopening schools for 2020-2021. This guide outlines our best effort to provide high quality educational opportunities for all students while keeping the health and safety of our staff and students at the forefront of all decisions.

Robin Hill Public School will offer two options for student enrollment in 2020-2021:

- Traditional (at school)
- Virtual (online)

Providing these options will enable our families to make the best enrollment decision to meet the health, safety, academic, and social-emotional needs of their children.

In addition to offering a virtual option for PK-8 students, Robin Hill Public School recognizes that the traditional school setting will necessarily change for the upcoming school year. While these changes may be unpleasant and unwanted to those of us who appreciate school as we have known it, we understand the importance of having students and teachers back in the school buildings; therefore, we accept the responsibility of finding the safest way to reopen our schools this year.

This plan is a result of many hours of teamwork, relying upon input and recommendations from the Oklahoma State Department of Education, the Oklahoma Department of Public Health, community partners, and our local education professionals in Robin Hill Public School.

## Explanation of Enrollment Terms

**Traditional Enrollment** Students who are enrolled in the traditional school setting will attend school in person except in the case of illness or school closure. Traditional students will complete work at school and through a virtual platform/online lessons as needed to ensure a continuation of education through any breaks in school face-to-face attendance. If there is a school closure or extended student absence due to COVID-19, traditional students will transition to **Distance Learning**.

**Distance Learning** Traditional students are able to complete work from home through distance learning in case of a school closure or extended student/teacher absence due to COVID-19. Distance learning will allow PK-8 students to continue in their traditional classes through the use of a Chromebook (or Tablet as appropriate) and teacher-led activities meant to keep the student on track to return to the regular classroom when the closure or illness is over.

**Virtual Enrollment** Students who are enrolled in the virtual school setting will attend school in an online environment. Virtual students will complete work through a virtual platform/online lessons. Virtual enrollment requires parent/guardian consent and agreement to program requirements, as well as a commitment from home to assist the student by providing structure and support necessary for successful online learning. **Once enrolled in Robin Hill Public School Virtual, students may only transition to Robin Hill Public School Traditional at the beginning of the next nine weeks. (October 2020 or January 2021).**

## Attendance Policy

In order to minimize exposure to COVID-19, students should by no means be sent to school if they are sick. It is important that students with any symptoms of illness stay home until the symptoms resolve. Absence codes have been added to reflect student absences due to COVID-related reasons. Please notify your child's school when any absence is related to COVID-19.

## Daily Procedures

- **Facial Coverings** - Masks are optional in your child's classroom, while eating in the lunchroom, during PE, and recess. Face masks or coverings have shown to have a positive impact on preventing the spread of COVID-19. As many students and young people can be carriers of the virus and not exhibit any symptoms, it is important to try to protect teachers, staff, other students, and bus drivers as they may have a predisposition to the infection.
  - Masks or face coverings are highly encouraged and in some areas will be mandatory in areas of high traffic or areas where social distancing is not possible. This includes hallways, transportation, and other situations where socially distancing is not possible.
  - When the county is considered in the orange (moderate) or red (high) risk categories by the OSHD risk measure, face coverings will be required at all times inside district facilities. Robin Hill Public School will continue to monitor the community spread in our area and work with the State Health Department to adjust procedures as necessary.
  - Staff will be asked to wear masks any time that they are not able to socially distance from students.
  - Masks or face coverings will be required for students riding the bus. Parents are encouraged to bring their children to school and pick them up if at all possible.
- **Medications** - Only medicine prescribed by a doctor in its original container will be allowed at school. Over the counter medications will not be administered at school.
- **Hand Washing/Sanitizer** - Teachers and staff will model and expect enhanced hand washing and sanitizer routines throughout the school day. Students will be trained and reminded of these routines. Soap at sinks and sanitizing stations will be available throughout the building.
- **Water Fountains** - Current guidance directs schools to not use water fountains. Students will be allowed to have bottled water or a pre-filled water bottle from home. Students may refill water bottles at bottle stations.

## Daily Procedures Continued

- **Temperature Checks** - Each student's temperature will be checked before being seated on the bus, entering the school building and before exiting vehicles in the car drop off line. Homeroom teachers will be responsible for a documented temperature check of each student at the start of the day and before lunch. School office personnel will be responsible for temperature checks for late check-ins and any visitor allowed past the office. Any student with a temperature of 100 or above will be considered to have a fever and will be sent to the school's isolation room after notification of the office through school-specific procedures. In addition, office staff will check on any student with other symptoms associated with COVID-19 or other infectious diseases. Thermometers will be provided for all teachers/offices.
- **No Deliveries** - Deliveries to the school of non-necessities, such as flowers or outside food items, will not be allowed in order to minimize visitors in the building. The main entry has been designated for parents/guardians. The office staff will assist you with urgent needs pertaining to your child.
- **Visitors** will have limited access on school campuses during the 2020-2021 school year in order to limit possible exposure to students and staff. Large group events will be suspended for this school year or will be reconfigured in a way that meets social distancing and campus sanitation guidelines. School administrators must be consulted before planning an event or inviting a visitor on campus during the 2020-2021 school year.
- **Assemblies** - No assemblies will be held this school year. Outdoor events, including free play time in elementary school, are subject to administrative approval to ensure that they align with school health and safety plans.
- **Library** - Access to school libraries and library books will not be prohibited. Book check out and return procedures will be set to ensure sanitation processes are in place. Librarians will provide an online library checkout system and all students will have access to the online library. Masks must be worn in the library.
- **Specials** - Students will attend Specials on a rotating basis as usual. Equipment and workspaces will be frequently sanitized. Classes will have designated areas to enter and leave the areas so as not to commingle with any other classes during transit.
- **Playgrounds/Recess** - 5 outdoor recess zones allowing each class to play outside 2 times per day while maintaining class social distancing.
- **Extracurricular/Sports** - State/local guidance will govern the feasibility of extracurricular activities, including sports activities, in Robin Hill Public School. Announcements will be publicized as provided to us.

- **Field Trips** - Field trips are suspended until further notice for the 2020-2021 school year. School administrators will share any updates when this may be lifted to allow field trips to be planned. Teachers may want to explore virtual field trips to provide an educational opportunity in place of traditional field trips until this situation changes.

## Sick Child Procedures

- Teachers should inform the office and send the student to the isolation room per specific school plans. (Isolation room is located next to both administration offices.)
- Parents will be notified per the specific school plan so the student can be picked up promptly.
- Extra sanitation steps will be enacted as needed.
- Parents will stay in contact with the school to communicate the status of their child's health.
- School staff will be mindful of student privacy and only share information with "Need to Know" personnel. Social media posts pertaining to COVID 19 are strongly discouraged.

## Cleaning Procedures

- Robin Hill Public School will provide sanitation equipment, including additional state-of-the-art electrostatic sanitizers, to ensure proper sanitation in each building. Teachers will be provided sanitizing supplies to clean as needed and to sanitize desks and other areas according to school cleaning procedures. Restrooms will be sanitized multiple times daily - morning, midday, and after school hours - as part of this plan. Water fountains will not be in use until further guidance is given from the health department. Water bottle features on water fountains may be used to refill bottles.
- Robin Hill Public School will develop modified and expanded cleaning schedules to ensure daily sanitation and cleanliness of facilities. These cleaning cycles will be planned and completed daily to ensure that staff and students return to a sanitized environment.
- Teachers will perform basic cleaning procedures during the school day and will be provided with professional development/training on how to fulfill these expectations. Common sanitizing supplies will be provided for classroom use, including disinfectant spray for door knobs, and other high-touch areas; and hand sanitizer for each classroom.
- School leaders will conduct facility walkthroughs regularly with custodial staff to identify any areas needing additional cleaning and to make sure facilities are prepared.

## Child Nutrition Program Procedures

The Robin Hill Public School Child Nutrition Program (CNP) will work with the Oklahoma Department of Public Health and US Department of Agriculture to follow current guidance and create individual feeding plans for each school in the system by working together with the school administrative team and school CNP team.

Plans include, but are not limited to:

- Creative scheduling to avoid large numbers in the cafeteria - Schools will have 50% or less occupancy in the cafeteria and will schedule some classes eating in classrooms as an alternative to the cafeteria .
- Scheduled meal pickup in the cafeteria line to limit the amount of time in line.
- Breakfast Tables will be labeled by class to continue class social distancing procedures.
- Outside visitors and/or guests will not be allowed to dine in the school cafeteria
- Staff and students will not self-serve food
- Disposable trays and extra trash containers will be used to minimize issues

In the event of school building closure/move to distance learning for traditional students due to COVID-19, the school system will announce CNP feeding options for the system during this time. Virtual students will have the option to pre-order and pick up meals at a designated school site. Details will be shared with virtual students as they are available.

## Transportation Procedures

- The school district will provide sanitizing equipment for use by the Transportation Department to ensure each bus is thoroughly sanitized by assigned personnel after each route. Cleaning will occur after the morning bus routes and in the afternoon after routes are completed.
- Masks/facial coverings will be required on all bus routes. Bus drivers and any bus aide/other adult on the bus will be required to wear a facial covering, as well as all students while riding the bus.
- Temperatures will be checked before the bus rider is seated. If the rider has a temperature of 100+, he/she will not be allowed on the bus or at school.
- Parents are encouraged to provide their own transportation whenever possible to reduce bus rider numbers.
- Parents are encouraged to have hand sanitizer available in backpacks for their child's use on the bus.
- The bus will have assigned seats.

## Before/Aftercare Procedures

- Before and aftercare students will continue class social distancing by sitting at their class table. All school health and safety guidelines pertaining to COVID 19 apply in before and after care. Students will be maintaining class social distancing in before and aftercare and when on the playground areas. Siblings may sit together at a designated table.
- Masks must be worn in before and after care.
- Upon arrival of beforecare, the students will enter through the south library doors. Parents will wait in the car until temperature is taken and the student is admitted to before care.
- After care students will be sent out the south library doors. Parents are to wait in the car. The REMIND APP will be used as the form of communication between staff and parents. More details will be made available.

## Arrival Procedures

- The temperature of all students will be checked upon arrival to the school, before going inside the building. If a child's temperature is at or exceeding 100.0 °F, they will not be allowed to go into the school building and will be asked to follow school protocols regarding what happens if a student is sent home sick as outlined in this document.
- Morning drop off will be from 7:45-8:00. Please obey these times, as it is a crucial part of our effort to follow CDC social distancing guidelines.
  - **Pre-K students:** Morning drop off for our Pre-K students will be at the front entrance of our school. Please walk your student to the front and you will be met outside by a teacher or teacher assistant. Your child's temperature will be checked and they will be walked inside the building by our staff member. Please remember that you are not allowed to enter the school building. Our staff members are ready for these new procedures and will welcome your pre-k students with smiles and get them to class safely.
  - **Kindergarten-8th grade (Pre-K may get dropped off with siblings in the morning):** All students (other than pre-K) will be dropped off on the south side of the gym, in the same place as morning drop off, in the past. Each child's temperature will be checked before exiting the vehicle. Please stress to your child(ren) that social distancing is very important and that after the temperature check and exiting your vehicle, they must only go to their designated place in the cafeteria or their classroom.
- At the point of exiting the vehicle, each child must have on an appropriate face mask, which must remain on their face, until they are in the cafeteria for breakfast or in their classroom.



## Dismissal Procedures

- **Dismissal will begin at 2:45.** In your front car window, please display the sign with your child/children's last name, teacher name and grade. Your child will be brought to your vehicle.
- **Students Kindergarten – 3rd grade:** These students will be picked up in our traditional 'car line'. They will be seated with their classes, inside the gym, in a manner that will follow social distancing guidelines. Your student(s) will be brought to your vehicle as you pull up to the door on the east side of the gym.
- **Students in 4th grade and 5th grade:** The 4th and 5th grade students will be picked up on the north side of the 4th/5th grade portable classroom building. You will need to pull into the traditional car line that circles around the gym. Once past the gym, you will be directed to pull up to the 4th/5th grade building.
- **Students 6th grade-8th grade:** The 6th – 8th grade students will be picked up on the north side of the middle school pod of classrooms. You will need to pull in the traditional car line. After passing by the gym and 4th/5th grade pick up points, you will be directed to the 6th-8th grade pod.
- We apologize for any inconvenience, but **we ask that you stay in the line**, no matter what grade student you are picking up. **Please do not pass other vehicles** or try to exit after picking up your child. We need to ensure our students' safety as they are placed in their vehicles. We understand this may take a moment longer, but it is vital to follow these rules to keep everyone safe. We also ask that you do not exit your vehicle.

## How can parents help?

- Stay Positive! If you have concerns, please contact a school staff member.
- Social media posts pertaining to positive COVID 19 test results are discouraged.
- If your child has any of the following symptoms, keep them home: runny nose, sneezing, coughing, fever, headache, diarrhea, sore throat, body aches, irritated eyes. If your child has any of the above symptoms, he/she will be sent home.
- Students need to be 100% healthy to attend school.

**The first line of defense for preventing the spread of infection in our schools is the home defense.**

Parents and families should be familiar with the symptoms associated with infection and keep students at home if any of these symptoms are evident. These symptoms include:

- Fever of 100 or higher, especially first thing in the morning
- Cough, runny nose, or sinus congestion
- Trouble breathing or persistent pain/pressure in the chest
- Abdominal pain or stomach ache

- Diarrhea or vomiting

Parents are encouraged to take students' temperatures and assess their health status before school each day.

## **What happens if your student, your student's classroom teacher or a student in your child's classroom tests positive for COVID 19?**

### **COVID 19 - Exposure & Quarantine Procedures**

#### **If Family Member of Staff or Student Test Positive for COVID-19:**

- If any of your in-home immediate family member(s) have tested positive for COVID-19, do not enter Robin Hill Public School facilities or attend Robin Hill Public School events. This decision is due to typical in-home proximity and interactions. Please contact the office to alert them of your absence and health situation.

#### **If Staff or a Student Test Positive for COVID-19:**

- If a student or staff member tests positive for COVID-19, they cannot return to Robin Hill Public School facilities until they are symptom free, receive a negative test result, and have been approved by a doctor to return (medical release required and must be provided to the front office staff). During recovery, the student will transition to Distance Learning and their teachers will work with him/her to complete missed assignments. Please contact the office to alert them of your absence and health situation.
  - Exposure & Quarantine: The Oklahoma State Department of Education shared that they will provide guidance to districts regarding exposure and quarantine procedures and guidelines. We will monitor their guidance. Classroom will be quarantined if 15% of the class members test positive within a two week period.

#### **If Classmate or Teacher Test Positive for COVID-19:**

- Robin Hill Public School will notify all applicable school staff and students' parents/guardians who have been potentially exposed to someone who has tested positive for COVID-19. Anyone who has been within 6 feet of the person who is confirmed COVID-19 positive for longer than 15 minutes will quarantine as well.
  - Exposure & Quarantine: The Oklahoma State Department of Education shared that they will provide guidance to districts regarding exposure and quarantine procedures and guidelines. We will monitor their guidance. Classroom will be quarantined if 15% of the class members test positive within a two week period.