



Return to Learn/Distance Learning Plan

**Requirements, Protocols, and Guidelines
To Mitigate the COVID-19 Pandemic's Effect on Education**



July 28, 2020

Dear Students, Parents, Guardians, and Staff:

I want to thank you in advance for your support, understanding, and patience as we enter this difficult and unprecedented school year. A committee of district supporters helped developed this plan to facilitate the reopening of our school by helping students and staff return safely and to help mitigate the impact of COVID-19 upon the return to school. The requirements, protocols, and guidelines referenced in this plan are based on guidance from, including but not limited to, the following: U.S. Centers for Disease Control and Prevention (CDC), Oklahoma Department of Health, Tulsa County Health Department, Governor Stitt's Executive Orders, and the Oklahoma State Department of Education.

It is, and has always been, our goal to create and maintain the safest environment possible for our students and staff; however, to say there will not be risks associated with returning to school in the traditional format would not be accurate. For example, there is no practical way to maintain social distancing 100 percent of the time in many school settings such as hallways, restrooms, buses, and classrooms. However, we are going to do what we can to implement social distancing and/or require the use of face coverings when and where possible, and work to reduce activities where social distancing is not possible.

This plan is not meant to be the district's final response to the COVID-19 pandemic. The plan may change as more data and information become available. Believe me, we share the common concerns and frustrations regarding the unknowns of this pandemic, and we realize there are many levels of justified anxiety, worry, and concern about returning to school. Our goal is to be a stabilizing influence for our students and to provide them with a quality education.

Thank you in advance for helping us provide a quality education for all of our students.

Respectfully,

Dr. Brian Beagles, EdD
Superintendent of Schools

Introduction

Using the Oklahoma State Department of Education's Return to Learn Oklahoma framework as a guide, the Sperry Return to Learn Committee developed a community-wide survey and collected data to determine the needs and preferences of stakeholders concerning the coming school year. In preparation for the uncertainty of COVID-19's potential effect on the 2020-2021 school year, the team reviewed and considered a range of possible instructional avenues.

On July 23, the State Board of Education (SBE) adopted a set of recommendations for school attendance and mask use during the pandemic. Using the Oklahoma State Department of Health's color coding system and the SBE recommendations, Sperry will implement the following mitigation recommendations:

GREEN	YELLOW	ORANGE 1	ORANGE 2	RED
No active emergency orders or local health restrictions are in place.	No active emergency orders or local health restrictions are in place.	Possible active emergency orders or local health restrictions are in place.	State is under emergency orders.	State is under emergency orders which limit school operations.
Regular school. Proceed with COVID-19 protocols/precautions.	Maintain a regular school schedule if possible with enhanced COVID-19 mitigation protocols.	Maintain a regular school schedule if possible with enhanced COVID-19 mitigation protocols.	District prepares for and begins transition to virtual/distance learning format for all students.	Instruction moved to virtual/distance learning format for all but 15% whose needs cannot be met by distance learning.
General disinfecting and cleaning protocols in place.	Increase frequency of cleaning and disinfecting of rooms.	Increase frequency of cleaning and disinfecting of rooms.	Increase frequency of cleaning and disinfecting, and prepare to close facilities.	School facilities are closed to public; continue protocols to ensure staff safety at school.
Due to the inability to physically distance on school buses, face coverings are REQUIRED for ALL students and staff.	Due to the inability to physically distance on school buses, face coverings are REQUIRED for ALL students and staff.	Due to the inability to physically distance on school buses, face coverings are REQUIRED for ALL students and staff.	Due to the inability to physically distance on school buses, face coverings are REQUIRED for ALL students and staff.	Transportation temporarily stopped.
Teachers and staff are highly encouraged to wear face coverings at all times when social distancing is not possible (Mask Zones).	Teachers and staff will be required to wear face coverings when social distancing is not possible (Mask Zones).	Grades 4-12 students and all staff will be required to wear face coverings within Mask Zones. PreK-3 students are strongly encouraged to wear face coverings.	Schools prepare for transition to full-time virtual/distance learning format. Students and staff continue to wear face coverings.	Face coverings required for staff and students who may be on campus when social distancing is not possible.
		District may limit attendance and/or require masks at extracurricular activities.	District may suspend or limit extracurricular activities.	Extracurricular activities suspended.

Sperry Public Schools will abide by these guidelines and has incorporated them into the district and site plans.

The district has established five levels of operation. **Level Green** is the traditional concept of “normal” school instruction without any of the COVID-19 requirements in place. It is unlikely that the district will move to the green level until the pandemic is officially declared over and the Oklahoma State Department of Health returns activities to normal.

Level Yellow is the starting point for instruction at Sperry while the pandemic continues. With a range of safety protocols in place, Level Yellow is as close to opening the year as “normal” as can be reasonably accomplished. Included in this level are options for instructional delivery that students and parents will choose prior to the start of the school year and may change once per semester at the nine-week interval. In **Level Orange 1**, the district will continue instruction with face coverings being required for staff and visitors and students in grades 4-12 when social distancing is not possible. Face coverings are strongly recommended for students in PreK-3 grades. In addition, the district may limit attendance at extracurricular activities, require the use of masks, and/or cancel or postpone activities as necessary. During this time, district administration, teachers, and technology personnel will be preparing for a transition to all virtual/distance learning. If the number of COVID-19 cases continues to rise, the district may move to **Level Orange 2** to prepare for ending instruction on campus for most students and further limiting extracurricular activities. The final level of instruction is **Level Red**, where all instruction is provided in a virtual/distance format with the exception of permitting 15% of the students to receive instruction on campus during this level, which will be restricted to students with IEPs for whom virtual/distance learning is not a feasible option.

The State Department of Health will update its county designations map each week, so the district will be prepared to move from one level of operation to another as required.

Therefore, in preparation for the possibility of advancing to Orange 2 or even Red, the district plans to practice “Virtual/Distance Learning Days” while in the traditional setting. On the practice Virtual/Distance Learning Days, students will work from school either via computer or using learning activity packets provided by classroom teachers. These practice Virtual/Distance Learning Days will provide teachers valuable information to improve their virtual/distance instructional skills should all instruction have to be provided in that manner at some point in the school year.

In almost all grades and most subjects, some aspect of online learning will be taking place. With 1:1 Chromebook technology, students can utilize a wide range of online programs and documents to enhance their classroom learning experience. The district has used Success Maker, IXL, Star Reading, Star Math, Google Docs, Google Forms, and other programs as online resources to enhance student learning activities in the classroom. This year, the district is adding the online learning management system Canvas to more effectively support online learning.

LEVEL: GREEN

When the Sperry District area is classified as green, health protocols are at their most relaxed. Both the Oklahoma Department of Health and the Oklahoma State Department of Education (OSDE) strongly recommend use of masks, screenings at visitation, social distancing at extracurricular activities and gatherings, and continued proper hygiene practices. While the Sperry district area is at the green level, the district will, in accordance with expectations from the OSDE offer in-person, on-site instruction. However, even a long stretch of time at the green level does not indicate that the pandemic is over, and, therefore, Sperry Schools will remain prepared to reinstate all restrictions as necessary and appropriate.

Masks are strongly recommended for all staff and students during this time with social distancing practiced as appropriate. Teachers of students in PreK-3rd grade are encouraged to consider protective face shields or clear-paneled masks. Teachers and staff in special education classrooms are strongly recommended to wear protective face shields and/or masks when social distancing cannot be practiced or students are without masks.

Any visitors permitted on the premises will be required to wear masks at all times. Temperature checks and symptom checks will be required for all visitors. School visitations may be restricted.

The district will enact elevated cleaning protocols and expectations for individual hygiene practices that will remain throughout all succeeding levels. This level is referred to as the “new normal” and, even in the best of circumstances, could remain in effect beyond the 2020-2021 school year. District employees, students, and their families will all need to be prepared for at least some mild inconveniences as the district continues to do what it can to protect the health and safety of its students and staff.

LEVEL: YELLOW

While in the yellow level, all students and staff are encouraged to wear face coverings when social distancing is not possible (Mask Zones). Masks may be removed while inside classrooms if classroom cohorts remain grouped together throughout the day. Teachers may wish to wear both a mask and a face shield to provide an additional safeguard layer when students are not wearing masks. Exceptions are allowed for the following: medical issues, when eating meals, naptime, recess, and during physical education if social distancing is possible. Adults are required to wear masks when around other adults.

Teachers and staff in special education classrooms are required to wear protective face shields and/or masks when social distancing cannot be practiced or students are without masks. Gloves are recommended for special education staff when providing services for medically vulnerable students.

School visitations will be restricted and any visitors permitted on the premises will be required to wear masks at all times. Temperature checks and symptom checks will be required for all visitors.

LEVEL:

ORANGE 1

At Level Orange 1, face coverings are required for all staff and for students in grades 4-12, with exemptions and accommodations being provided according to the SDE guidelines. Students in grades PreK-3 are strongly encouraged to wear face coverings. Exceptions are allowed for the following: medical issues, when eating meals, naptime, recess, and during physical education, if social distancing is possible. Adults are required to wear masks around other adults.

Teachers and staff in special education classrooms are required to wear protective face shields and/or masks when social distancing cannot be practiced or students are without masks. Gloves are recommended for special education staff when providing services for medically vulnerable students.

The district may limit attendance and/or require face coverings at extracurricular activities. School visitations will be restricted and any visitors permitted on the premises will be required to wear masks at all times. Temperature checks and symptom checks will be required for all visitors.

LEVEL: ORANGE 2

If the district moves to Level Orange 2, the district will begin preparing to move all instruction to a virtual/distance format. Instruction will have already been utilizing a wide range of internet-based resources including Edmentum's Exact Path, Instructure's Canvas, Edgenuity's E2020, IXL, Success Maker, Google Docs and other applications and programs designed to enhance a student's online learning.

At Level Orange 2, face coverings are required for all staff and for students in grades students in grades 4-12, with exemptions and accommodations being provided according to the SDE guidelines. Students in grades PreK-3 are strongly encouraged to wear face coverings. Exceptions are allowed for the following: medical issues, when eating meals, naptime, recess, and during physical education, if social distancing is possible. Adults are required to wear masks around other adults.

Teachers and staff in special education classrooms are required to wear protective face shields and/or masks when social distancing cannot be practiced or students are without masks. Gloves are recommended for special education staff when providing services for medically vulnerable students.

Extracurricular activities may be suspended. School visitations will be restricted and any visitors permitted on the premises will be required to wear masks at all times. Temperature checks and symptom checks will be required for all visitors.

LEVEL: RED

If Sperry moves to Level Red, the district may suspend all in-person activities and move to all virtual/distance learning. During the red level, only 15% of the students will be permitted to attend campus. The Oklahoma State Department of Education has determined this 15% of the student population should be comprised of students whose IEP teams determine in-person

instruction is necessary to meet their instructional needs. Teachers will continue to work at campus and be available to students via email and phone throughout the school day. Canvas, Exact Path, E2020, IXL, Success Maker, Google Docs, Google Forms and other online programs and applications will remain available to all students with internet access outside of the school setting. The learning activity packets will be developed from materials directly related to the current assignments and classroom activities.

Face coverings are required for all staff and for students, with exemptions and accommodations being provided according to the SDE guidelines. Exceptions are allowed for the following: medical issues, when eating meals, naptime, recess, and during physical education, if social distancing is possible. Adults are required to wear masks around other adults.

Teachers and staff in special education classrooms are required to wear protective face shields and/or masks when social distancing cannot be practiced or students are without masks. Gloves are recommended for special education staff when providing services for medically vulnerable students.

School visitations will be restricted and any visitors permitted on the premises will be required to wear masks at all times. Temperature checks and symptom checks will be required for all visitors.

SCHOOL OPERATIONS

School operations have undergone vast adjustments necessitated by COVID-19, and in keeping with the most up-to-date information on spread of the virus, school operations for Sperry Schools will be divided into the following categories:

Part 1: Public Health Protocols

- Screenings
- Social Distancing
- Exposure Guidelines

Part 2: Environmental Factors and Mitigation Strategies

- Use of face covering/masks
- Good hygiene practice promotions
- School Cleaning Procedures

Part 3: School Day

- Adjustments to “traditional” day
- Classroom reorganization
- Student Transportation
- Mental Health Resources

PUBLIC HEALTH PROTOCOLS

Screenings:

STAFF:

- Each employee will complete the “Employee Daily Self-Assessment” form upon arrival at his/her place of employment.
- Each employee will verify in writing they meet the requirements of the self-assessment.
- Temperature checks may be administered at arrival. This will be determined by the current guidance available.
- At any time during the day, if a staff member has a fever, they will immediately notify the site principal and proceed to a designated area to isolate until advised by the principal to do otherwise.
- Employees who have a temperature of 100° F. or higher prior to coming to school are not to come to campus, but should immediately notify their site administrator.
- See Example 1.

STUDENTS:

- Unless guidance changes, we will not be doing temperature checks on our students. However, if a student shows signs of possible fever, temperature will be taken at the site office, as has been done in the past.
- If a fever is detected at any time during the day, or other indications that cause a staff member to suspect a child may have COVID-19, the student will be isolated at a predetermined area until parents/guardians are notified and are on their way to take the child home. During this time, the student will be asked to wear a mask if he/she is not already wearing one.
- Students sent home with a fever and/or other conditions indicative of COVID-19 are not to return to school until they are fever free for 72 hours, unassisted by medication.
- Students will be provided the “Family Daily Health Assessment” at the start of school. **The “Family Daily Health Assessment” is for family use at home and does not need to be returned to school.** This document will also be available as a pdf to download onto phones or other personal electronic devices as well.
- Please do not send children to school if they have a temperature (when not using of fever-reducing medicines) or are symptomatic of any contagious illness. It is extremely important that our families partner with us in monitoring the health of our students and families.
- See Example 2.

VISITORS:

- All visitors will be required to read and respond to the “Essential Visitor Screening” form prior to entering any district building.
- All visitors will have their temperature taken before entry into the building.

- All visitors will sign in and verify they have read the “Essential Visitor Screening” form and answer “no” to each of the questions.
- All visitors will be required to wear a mask for the duration of their visit. If a visitor does not have a mask, one will be provided as available.
- All visits must be scheduled and pre-approved by building administration.
- During the school day, parents/guardians need to call the school office when coming to bring or pick up a child, deliver supplies/medicine for a child, or anytime entry to the building or contact with their child is required.
- See Example 3.

Example 1: Employee Daily Self-Assessment



Employee Daily Self-Assessment

Each morning prior to interaction with any other staff or students, each employee will use this self-assessment tool.

Self-Assessment for Health Concerns

Each Sperry Public School employee will self-assess for COVID-19 symptoms each morning upon entering the building.

- ☐ Check for the following symptoms not attributed to another condition:
 - ☐ Cough
 - ☐ Shortness of breath
 - ☐ Fever of 100° F or higher
 - ☐ Sore throat
 - ☐ Muscle aches
 - ☐ Loss of sense of smell or taste
 - ☐ Gastrointestinal issues
- ☐ Employee has a family member or other person with whom the employee has had close contact with has symptoms and/or has tested positive for COVID-19
- ☐ Employee tested positive for COVID-19
- ☐ Employee has been advised to self-quarantine by a healthcare provider
- ☐ Recent travel outside the state/country

If ANY of the above conditions apply, contact your site administrator and avoid direct contact with anyone until directed by your administrator.

Each employee will take his/her temperature prior to the start of the school day.

Each employee will document their continued Daily Self-Assessment analysis to their site supervisor or principal.

Example 2: Family Daily Health Assessment



Family Daily Health Assessment

Families choosing to enroll their child into Sperry Public Schools on-campus classes are, by doing so, agreeing to perform the following daily health check of each school-age child prior to bringing/sending them to school:

If the response to ANY of the indicators below is YES, your child must not attend on-campus classes that day.

- ☐ Does your child have a temperature at or above 100° F. without the use of fever-reducing medications?
- ☐ Are any of the following symptoms present that cannot directly be attributed to another condition?
 - ☐ Cough
 - ☐ Chills
 - ☐ Runny nose/congestion
 - ☐ Fever
 - ☐ Fatigue
 - ☐ Sore throat
 - ☐ Muscle aches
 - ☐ Loss of sense of smell or taste
 - ☐ Gastrointestinal issues
- ☐ Are any of these emergency warning signs of COVID-19 present?
 - ☐ Persistent chest pain or complaints of pressure on chest
 - ☐ Shortness of breath
 - ☐ A sense of confusion
 - ☐ Inability to stay awake or alert
 - ☐ Bluish hue to face, especially around lips
- ☐ Does your child have a family member or other person with whom he/she has had close contact with has symptoms and/or has tested positive for COVID-19?
- ☐ Has your child tested positive for COVID-19?
- ☐ Is your child old enough and healthy enough to wear a mask/face covering at school?
- ☐ Has your child or a member of your household traveled outside the state/country within the past two weeks?

Example 3: Visitor “Essential Questions”



“Essential” Questions:

To ensure the safety of our students and staff, please answer the following questions. If the answer is yes to any of them, please do not enter our facility.

1. Do you have a temperature of 100 degrees or more?
2. Have you experienced any of the following symptoms today?
 - Cough (unrelated to seasonal allergies or asthma)
 - Shortness of breath (unrelated to seasonal allergies or asthma)
 - Loss of taste and/or smell
 - GI symptoms (vomiting, nausea, or diarrhea)
 - Chills
 - Headache
 - Muscle pain
 - Sore throat
 - Fatigue
 - Congestion or runny nose (unrelated to seasonal allergies)
3. Are you or any member of your household currently under investigation for COVID-19, or have you or any member of your household tested positive for COVID-19 in the past 14 days?
4. Have you or any member of your household traveled internationally in the past 14 days?

****Your temperature will be taken upon entering our facility****

Please contact our office at (918) 288-7213 if you require assistance.

PUBLIC HEALTH PROTOCOLS

Social Distancing

Both the CDC and Oklahoma State Department of Health have stated that social distancing is an effective way to prevent potential infection. Sperry Public School employees, students, parents and visitors should practice staying approximately 3-6 feet away from others in an attempt to eliminate direct contact with others when it is possible. In a school environment, proper social distancing is often not a feasible choice; so attempts so be made to adjust behaviors to allow for as much social distancing as is reasonable.

In practice this means:

- Staying at least 3-6 feet from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing co-workers, visitors or friends
- Avoiding touching surfaces touched by others to the extent feasible
- Avoiding anyone that appears to be sick, or is coughing or sneezing
- Traffic Flow-Taped lines on the floor will mark the walking direction throughout the office, hallways, cafeterias, common areas, etc., in order to maintain the social distancing requirement of 3-6 feet.
- Ad-hoc Interactions/gatherings-Non-essential/informal meet-ups and visiting should be avoided

PUBLIC HEALTH PROTOCOLS

Exposure Guidelines

COVID-19 and Returning to School

Students exhibiting signs of COVID-19 or who have a fever of 100 degrees or higher will be asked to wear a face covering and sent to a symptom monitoring room and isolated until parents can pick up the child and seek a medical opinion.

Parents will be notified by school staff in conjunction with the Tulsa Health Department if a student has been in close contact with someone who tests positive with COVID-19. Students who come into close contact with a COVID-19 positive individual must self-quarantine and pivot to distance learning according to the guidelines below.

What does “close contact” mean?

- You spent at least 15 minutes or more at a distance of six feet or closer.
- You had direct physical contact (high five, hugging, etc.) with the person.
- You shared eating or drinking utensils with them.
- You came into contact with their respiratory droplets (e.g., they coughed or sneezed on you).

A student/employee who tests positive for COVID-19 OR **has symptoms** may return to school after:

- 10 days have passed since the first symptoms appeared AND
- Symptoms have dramatically improved (cough, shortness of breath) AND
- Fever free for at least 24 hours (without the use of fever reducing medication)

A student/employee who tested positive for COVID-19, but **has no symptoms** may return to school after:

- 10 days have passed since being tested AND
- She/he continues to have no symptoms

A student/employee who had “close contact” with someone with COVID-19 can return to school after quarantining for 14 days after the last exposure.

Attendance after testing positive with COVID-19 or during self-quarantine

STUDENTS:

Students who test positive for COVID-19 or who self-quarantine due to being in close contact with someone who tested positive for COVID-19 will utilize distance learning for 14 days. If a student completes his/her daily assignments, he/she will be counted present for that day.

STAFF:

If you receive a positive COVID-19 test, please contact Susan Weatherman at 918-288-7213. You can return to work after receiving a negative test at least ten days after the initial positive test. COVID-19 related leave (paid and unpaid) or other leave is available to help should you receive a positive test. Susan Weatherman will discuss options with individuals who test positive.

PUBLIC HEALTH PROTOCOLS

Exposure Guidelines



GENERAL GUIDELINES FOR EXPOSURE

These guidelines are intended to mitigate, as they cannot eliminate, risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

LEVELS OF CONTACT

First level contact: Laboratory confirmed case.

If you have been diagnosed with a **lab-confirmed** case of COVID-19 and have been told to isolate (usually for 10-14 days), please notify the appropriate school personnel immediately. Stay home and quarantine, have at least 3 full calendar days of not experiencing any symptoms, or until symptoms are minimized and no fever without taking fever-reducing medication, or until you have been released to come back by a licensed MD or DO.

Second level contact: Close contact with a first level contact individual

If you have been in close contact (within 3 feet) with a **lab-confirmed** case of COVID-19 for an extended period of time (at least 15 minutes or more at one time) notify appropriate school personnel, stay home and quarantine for 14 days. If you experience symptoms and/or become a first level contact follow guidelines of a first level contact.

Third level contact: Contact with a second level contact individual.

If you have been in contact with a person who has been in contact with someone with a **lab-confirmed** case of COVID-19, self-monitor with daily temperature checks and contact your primary care provider. You may report to work/school. However, if in this scenario you develop symptoms, stay home and contact your health care provider and appropriate personnel.

In the event of a positive COVID-19 confirmation of a student or staff member at a school site, administration will make contact with state and county health officials for guidance on appropriate actions. This may include contact tracing to determine if more than one school site has been affected. Decisions on school closure will be made on a case-by-case basis in an expedited manner.

Parents with students at identified school sites will be notified as soon as possible. At this time, any student or staff who tests positive must quarantine for 14 calendar days. Any school-aged siblings of the positive student must also quarantine for 14 days unless they have had no exposure or are released by their doctor. If the district experiences an absentee rate of 35% or greater after this type of situation, the entire district may pivot to Distance Learning for 14 calendar days.

For more information see the CDC's guidelines on exposure guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

ENVIRONMENTAL AND MITIGATION FACTORS

Use of Face Coverings/Masks

1. The Oklahoma COVID-19 Alert System is a four-tiered risk measurement tool with corresponding color categories that identify the current COVID-19 risk level. The district's COVID-19 responses will be informed by the current color-code system used by the Oklahoma Department of Health (see this link, <https://coronavirus.health.ok.gov/covid-19-alert-system>). See page 12 for this system.
2. Current research confirms the benefits of face coverings in limiting the potential transmission of COVID-19, particularly in situations where people are in close contact for extended periods of time. These guidelines will vary based on current COVID-19 Alert System level, the age of students, and the feasibility of physical distancing. To the extent possible, schools will promote and reinforce the use of face coverings for all students; however, masks will not be provided by the school, other than the one that will be provided at the beginning of the year. Practices such as mask-wearing will be more feasible the older the student, as younger students may touch their faces more than usual when wearing a mask. All students will be required to have a mask available at all times.
3. Staff - District will provide two masks and a face shield for the staff member to use. Depending on current Oklahoma State Department of Health color-code for the Sperry area, staff will use masks in the hallways, commons areas, etc. or any other area deemed a "Mask Zone".
4. Students - District will provide all students with one mask at the beginning of the year. After that, students will be expected to bring their own. Depending on current color, students may be required to wear masks in areas designated as "Mask Zones". These will be areas that social distancing cannot be reasonably maintained or in classrooms where a staff member may be immunocompromised. **All bus students will need to wear their masks while being transported.**

NOTE: Exceptions for medical reasons will be evaluated on a case-by-case basis and medical documentation from a MD or DO must be provided. If an exception is granted, the district reserves the right to alter a student's schedule if it affects a classroom that can not consistently maintain social distancing or if the instructor is immunocompromised.

5. If any sort of mask mandate is issued by County, City, or State entities, we will comply with the order as a district.
6. Essential Visitors - District will require "Essential Visitors" to wear a mask during the duration of their visit.

ENVIRONMENTAL AND MITIGATION FACTORS

Good Hygiene Practice and Promotion

1. All district staff and students will be encouraged to follow elevated hygiene practices.
2. District-wide signage encouraging hand-washing, coughing/sneezing etiquette, keeping hands away from face, etc.
3. Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
4. Avoid touching your eyes, nose, and mouth.
5. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
6. See CDC guidelines on good hygiene practices to mitigate the spread of diseases:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

ENVIRONMENTAL AND MITIGATION FACTORS

School Cleaning Practices

General School Cleaning:

- District cleaning/disinfecting procedures will be maintained.
- Cleaning refers to the removal of germs, dirt and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Disinfecting refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- Progress of room cleaning will be designated by use of signage (classrooms, offices, restrooms, etc.)
- Disinfect areas with “fog machines” at least once a week
- Each classroom will have disinfectant spray for teacher to use as needed.
- Upon notification of a positive COVID-19 case in a building, a classroom and/or school will be closed and cleaned according to current guidance. The goal would be to clean and disinfect identified school sites as quickly and thoroughly as possible in order to reopen school and resume in-person learning.

Classroom Cleaning Procedures:

- Wipe down “heavy use” areas throughout the school day. Examples of these areas would be doorknobs, desktops, light switches, counter tops, keyboards, etc.
- Tie up trash bag and place outside of room when it is full at the end of the day.
- Wipe down shared devices after each use.
- Spray desktops/table tops at the end of each school day.

Transportation Cleaning Procedures:

- Wipe down “heavy use” areas after each use.
- Disinfect seating and walkways by using either a “fog machine” or sprayer after each route (after AM and again after PM routes).
- Transportation employees will use the “Transportation Cleaning” form weekly to certify daily cleaning procedures are completed.
- All activity bus drivers will be required to follow these procedures as well.



SPERRY PUBLIC SCHOOLS
400 West Main Street
SPERRY, OK 74073

Dr. Brian Beagles, Superintendent
Phone: (918)288-7213
Fax: (918)288-7067

District Covid 19 Prevention and Cleaning

At Sperry Public Schools, all recommended preventive building cleaning measures are what we do on a daily basis to combat the spread colds and flu. However, in response to increased concern, we are coordinating resources and supplies for additional preventive cleaning.

- **Authorize extra custodial hours for enhanced cleaning and disinfecting.**
- **Transportation department implements daily cleaning on school buses.**
- **Maintain adequate amounts of cleaning and disinfecting supplies in custodial building.**

Disease Prevention Supplemental Facilities Cleaning Plan

Purpose: To set forth the district plan for cleaning buildings to prevent the spread of disease.

Objective: Prevent the spread of disease to staff, students, volunteers and community members through frequent, effective and safe cleaning and disinfecting procedures in district buildings and school buses.

Scope: Applies to all schools, offices, programs, auxiliary service buildings and school buses.

Procedures: There are four modes of cleaning which apply to various circumstances:

- Routine cleaning is performed on a daily basis by district custodial staff assigned to that building or area. Routine cleaning includes: daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash and other building based tasks, wiping down tables, chairs and other surfaces, emptying trash, cleaning restrooms, vacuuming, and cleaning floors.
- Supplemental cleaning is performed by regular custodial staff assigned or building staff to perform cleaning over and above what is considered routine. Supplemental cleaning is performed daily and is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease. High touch surfaces include: restroom stalls and dispensers, cafeteria tables, toilets, toilet paper dispensers, hand towel dispensers, sinks and faucets, food preparation surfaces, light switches, door handles, water fountains, classroom tables and chairs, keyboards and touchscreens.



- Personal area cleaning is performed by all employees in their personal workspace. This includes their desk, telephone, keyboard, chair or any other items they use in performing their duties. This cleaning is customized to personal preference and standards and is done using district supplied cleaning products and equipment.
- Emergency cleaning is performed by custodial staff or a trained designee on an emergency basis, which cannot be promptly, effectively and safely handled by building level staff, in response to a particular, identified incidence of disease. The emergency cleaning plan will be implemented at the direction of the Superintendent or designee in response to an actual infection located at or attributed to a particular school or location. Upon direction to implement an emergency cleaning plan, the school principal or building supervisor will be notified of the area of closure, if occupied, the affected area will be evacuated and plans for the length of closure will be communicated to the public and staff.

Approved School Cleaning Products:

- A very powerful hospital strength chemical concentrate, "GeneFect" specially mixed at a level designed to kill viruses, is being applied by trained staff to disinfect all touchpoints* and surfaces in our schools.
 - For the safety of students and staff, this chemical is being applied when classrooms and other spaces are not occupied.
 - To be effective, the product must dry intact without being disturbed. Once it is dry it is not toxic to people.
- A pre-mixed, less toxic version of the same disinfectant can be used by custodians, teachers, nurses, and other staff as necessary to clean up common school issues (such as vomit, blood, and other bodily fluids).
 - The concentrated one-step disinfectant cleaner, "GeneFect" can be ordered in by the school/department from 4 States Maintenance. This product contains active ingredients known to stop the spread of viruses. It will include the Safety Data Sheet that must be read and understood by anyone using it.
- Common household disinfectants are not to be used at school, by anyone, because:
 - They contain chemicals (including bleach) which are banned from use in schools.
 - They undermine the effectiveness of the industrial-strength disinfectant being applied by our custodial staff.

Hand Sanitizers:

- Wall-mounted hand sanitizing stations are being installed in all school classrooms, building entrances and offices and will be utilized under close adult supervision.
- The hand sanitizing product being used meets the minimum 60% alcohol threshold recommended by the CDC.



Transportation Recommendations During COVID-19 Pandemic

1. When feasible families are encouraged to drop students off and pick students up at campus, carpool, or walk with their student(s) to school to reduce possible virus exposure on buses.
2. Students and staff will use hand sanitizer upon boarding the bus.
3. All persons utilizing school transportation/vehicles are required to wear protective masks at all times while in a school vehicle. Exceptions for medical reason will be evaluated on a case-by-case basis and medical documentation from an MD or DO must be provided. If an exception is granted, the district reserves the right to assign specific seating for that child.
4. A child who develops symptoms while at school may not be permitted to return home on a bus and should be picked up by a parent or guardian.
5. The front rows behind the driver will remain empty whenever possible. Drivers will attempt to assign students one child to a seat, except for children from the same household which will provide additional spacing whenever possible.
6. District will require assigned seats as appropriate to facilitate isolating riders possibly in contact with a sick child.
7. When possible and weather permitting, buses should operate with windows open to provide circulation of fresh air in the bus.
8. District will use a CDC-approved disinfectant when fogging/wiping down surfaces. Each school bus should be wiped down after each route: morning pick up, afternoon drop off, and any additional trips/routes. Areas cleaned will include entry handrail, seats, and any hardware or accessories, windows, window handles and walls. In addition, the exterior surfaces and hardware of the entry door as well as driver controls of the bus such as the steering wheel, mirrors, etc will be disinfected. During cleaning, windows will be opened to allow for additional ventilation and air flow.
9. If at any time during the course of the school year there is a shortage of drivers due to COVID-19, the district may need reduce or suspend district-provided transportation until staffing limitations are mitigated.



Sperry Schools

Excellence in Education

Transportation Cleaning Form

Week of _____ to _____

Driver: _____

Bus #: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Sanitize Asile	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Sanitize Stairs	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Sanitize Railing	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Sanitize Seats	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Sanitizing gel available	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____

NOTES

Sanitation logs will be turned in to the Transportation Manager's office after completing last route of the week. All surfaces must be cleaned and sanitized with a disinfectant solution.

Driver Signature: _____ Date _____

Transportation Director Signature: _____ Date _____

SCHOOL DAY

Adjustments to “traditional” Day

Arrival/Dismissal:

1. Arrival: Students will be permitted entry prior to first bell.
2. Parents and/or visitors will not be permitted to walk students inside the buildings to classrooms.
3. Parents will be asked to remain in cars while students are being dropped off or picked up,
4. Students will be expected to wear a face covering during arrival and dismissal when we are under “Orange” or “Red” risk levels. Hopefully, we will be able to change this as the situation improves.
5. When our students begin to arrive at school, they will be directed to their classroom or designated space.
6. Breakfast for elementary and middle school will remain the same, as Breakfast in the classroom.
7. Breakfast for high school will be as a “grab-and-go” meal, picked up at food court and taken to designated area/classroom.
8. A student congregation area, if needed, will be designated at each building with social distancing incorporated.

Lunch:

1. Additional lunch periods may be implemented.
2. Use of other areas for possible eating areas will be used as needed.
3. No visitors will be allowed into our cafeterias during this situation. Our District’s Child Nutrition supervisor will work with site administrators and will soon provide further details about online payments.
4. Additional breaks for hygiene purposes and outside exposure will be encouraged and planned.
5. Any deliveries (food, supplies, etc.) will need to be made to the foyer of the building where the office staff will then have it taken to the student.

6. No school-wide assemblies, field trips, classroom parties with outside visitors, or multi-class gatherings until further notice.

Classroom Organization:

1. To ensure maximum distance in a classroom, classrooms will need to be as spacious as possible. This may require a temporary movement of some items and furniture that would be considered “non-essential” for daily learning. Any furniture that has cloth coverings need to be stored or put away until further notice.
2. Desks or tables will need to be facing the same direction.
3. Tape markings to show social distancing while waiting in line.
4. As best as possible, keep each child’s belongings separated to try and minimize the sharing of materials.

Mental Health Resources

All traditional counseling resources will be available to students. This would include our current school counseling staff as well as some of any outside agencies that we may partner with.

PLANNING FOR SCHOOL

As we begin preparation for the start of the 2020-2021 school year, we must make some important decisions and consider a variety of scenarios. In order to make those important decisions about what school will look like and how our students will experience learning, we have collaborated with other school districts in Tulsa County as well as school districts across the state, attended virtual meetings with our professional organizations, State Superintendent Joy Hofmeister, legal counsel, staff members and parents.

We have been guided by a core set of principles that reflect our highest priorities; the health and safety of our students and staff, the need to continue to address and close the gap in learning that occurred as a result of our interrupted school year, the social and emotional needs of our students and staff, equitable access and opportunity for all of our students, and the need to be flexible during these uncertain times.

ACADEMICS

Multiple Format Options for Instruction

We are preparing to return to school with three options in learning as we begin instruction for all learning formats on August 13.

NOTE: All students are automatically enrolled into the Traditional Learning option unless the district receives a request from parents/guardians for their student to participate in one of the other two options.

1. **Traditional Learning** (on-site instructional delivery) Sperry Public Schools has as its initial plan to provide traditional instructional programs on site in addition to the utilization of the digital learning management system, Canvas, for other in-class supports and resources. All students at all grades will be offered this learning delivery option as long as public health officials deem it safe to do so. Therefore, staff have all planned for this mode of instruction to begin in August. District maintenance and custodial staff have reviewed and prepared for sanitizing and cleaning procedures to ensure each classroom and building is as healthy and safe a learning environment as possible. The digital component to the traditional learning format will facilitate the preparation of students for a potential forced move to mixed virtual/distance and face-to-face or to all virtual/distance in format.

Traditional learning format summary:

- a. Daily attendance, instruction, coursework will be completed at school in a classroom setting.
- b. Students will attend for the traditional period of time each day.
- c. While on campus, students must follow health and safety protocols in place and may change as the color-code designation for the Sperry district area changes.

2. **Blended learning** (hybrid instruction utilizing both on-site and virtual/distance learning) Sperry Public Schools will offer students the option of taking some courses online and others on-site. This option is made available to students who, due to intermittent health issues, wish to limit their interaction with others. These students will receive some of their instruction on campus in face-to-face instructional environments and some instruction in a distance learning format. Students may attend school for specific courses for which face-to-face instruction is particularly beneficial, then complete other course work off campus.

Blended learning format summary:

- a. Daily attendance, instruction, coursework will be completed at school in a classroom setting for some classes and follow the policy for virtual/distance attendance for other classes.
- b. Students will attend an amended period of time each day, based on their individual learning schedule.
- c. While on campus, students must follow health and safety protocols in place and may change as the color-code designation for the Sperry district area changes.

3. **Virtual/Distance Learning** (remote/off-campus utilizing either online instructional delivery or printed learning packets) Sperry Schools will also offer students the option of distance learning either through use of instructional activity packets or internet-based instructional activities that will provide instruction in the same standards and objectives at similar rigor as traditional onsite instructional delivery will provide. In the event that a resurgence of COVID-19 or should other circumstances require an end to on-site instruction, Sperry Public Schools will be prepared to provide distance learning to all students.

Virtual/Distance learning format summary:

- a. Daily attendance, instruction, coursework according to district policy for virtual and distance coursework, with district-approved-and-monitored chatrooms and video sessions, message board posts, emails, submission/uploading of assignments, documented access to an ongoing lesson, documented telephone calls, or other district-approved means and mediums. Attendance for students utilizing instructional activity packets will be based on timely return of assignments, email/phone contacts with assigned teacher, and other documented means to verify work progress.

Students choosing to receive instruction through either of the district's two options with a distance learning component will complete distance learning courses one of two ways. The first method of distance learning is the use of learning activity packets which will be provided by the school on a weekly or bi-weekly basis. The second distance learning method is also referred to as virtual learning, as the students may use their Chromebook or a device of their own that connects to the internet and complete work electronically.

Students choosing to utilize learning activity packets will pick up their weekly/bi-weekly assignment packets and return them the following week to receive their next packet. The learning activity packets will be designed to provide instructional guidance, assignments to provide practice for new skills and to relate new learning to previous learning, and assessments that provide the student with an opportunity to verify learning and create an explanation of a new idea using recently learned information and previously learned information.

Students in all options will be required to participate in State mandated assessments appropriate for their grade level designation.

Mixed Format Instruction

As a contingency plan, should the district deem it necessary and prudent in the best interests of student academic success to further reduce the number of individuals present on campus at any one time, the district may transition all students not in option 3 to a hybrid instructional format. Should the district arrive at this decision, approximately half of the on-campus student population will be assigned to distance learning while the other half continues with on-campus instruction for two days a week, and all students will be assigned to distance learning on Wednesdays. This configuration is meant to mitigate further spread of COVID-19 by reducing the interaction of students on-campus as much as feasible without converting all instruction to distance learning format. Buses will run a revised route and breakfasts and lunches will be available for pick up for students during their distance learning days.

Group Orange and Group Black scheduling applies only to students enrolled in Options 1 and 2. Students enrolled in Option 3 will not change their instructional format at this level.

Group Orange - Group Orange students will be students enrolled in Options 1 and 2 whose last name begins with A through J. Students in Group Orange will attend class on Sperry campus on Mondays and Tuesdays. On Wednesdays, Thursdays, and Fridays, their instruction will be conducted through a distance learning format.

Group Black - Group Black students will be students enrolled in Options 1 and 2 whose last name begins with K through Z. Students in Group Black will attend class on Sperry campus on Thursdays and Fridays. On Mondays, Tuesdays, and Wednesdays their instruction will be conducted through a distance learning format.

On the days that students are working through a distance format, they will use the learning activity packets or the online programs based on the format they will receive their work. Students attending on-campus class may not complete the same assignments as students working via distance learning that same day.

Equitable Considerations

Whether provided through virtual, hybrid, or distance instruction, the district shall, to the greatest extent practicable, provide its students with quality educational opportunities and continuity of instruction that is consistent with the district's vision and mission. As a part of its commitment to providing quality education to all students the district states that:

- When making decisions regarding the means and mediums utilized for virtual and distance instruction, the district shall strive to bridge any equity gaps between those students with and without the technology and resources necessary to access virtual instruction.
- The district will ensure that all students have access to all required supplies (including any necessary textbooks, writing paper, pencils, and other supplies as appropriate) for participation in virtual, hybrid, or distance instruction. If students lack these, the District shall provide them free of charge. Students or parents of students who do not have access to such supplies may request that their classroom teacher provide such supplies or may contact the school site administration. Each classroom teacher will coordinate with the Administration on providing necessary supplies to students in need.
- If the district only offers virtual instruction to students, the district will ensure all students have access to virtual instruction and will provide the necessary equipment and connectivity free of charge to those students who do not have access to the necessary equipment and connectivity.

- If the district offers a combination of virtual and distance learning instruction to students, it will ensure that all students have access to equitably equivalent instruction and content. It may do this by either: Ensuring that all students have the necessary equipment and connectivity to access any virtual learning component of the student's assigned curriculum or courses and providing access to that necessary equipment and connectivity to any student who does not have access to them.
- If the district is unable to provide access to necessary equipment and connectivity to all students in need, the district may only provide virtual learning instruction if it ensures that any students unable to access the virtual instruction component be offered equitably equivalent instruction through distance instruction means and methods. If a student receives distance instruction in lieu of instruction that would ordinarily be presented virtually, that instruction should be supplemented, as appropriate, by periodic direct contact with teachers through district approved means and mediums. If the district is only able to provide access to necessary equipment and connectivity to a limited number of students, it will determine which students receive that access in the most equitable manner.
- In no case shall a student have their grade lowered or be otherwise penalized (including attendance measures) for failure to engage with instructional supports the student does not have the resources to access (e.g., telephone service, internet access, transportation).

The District shall utilize all available funding sources and means to bridge these gaps in compliance with federal and state law.

Impact on Existing Policies, Rules, and Services

Once this plan is effectuated, though instruction will be provided via virtual, hybrid or distance instruction, each is a continuation of the district's instructional program. Therefore, the rules and responsibilities of students, their legal guardian(s), and district personnel, unless otherwise expressly stated in this policy, are the same as if students were present at school during the instructional day. Unless specifically noted in this plan, existing provisions of the Student Handbook, "Acceptable Use" policies and agreements, privacy policies, and rules and policies shall remain in effect. For example, students shall attend scheduled online meetings or classes in a timely manner (attendance), prepare for class in advance of the day's lesson (homework), meaningfully and appropriately participate in instruction (class participation), and shall also adhere to all existing rules concerning behavioral (e.g., bullying, harassment, violations of the Acceptable Use Policy) and academic misconduct (e.g., cheating, unauthorized group work on individual assignments). When students are visible to District personnel or other students, they shall dress in conformance to the school dress code.

Attendance

Students must continue to meet all state-mandated compulsory attendance requirements and are not exempt from state truancy laws, except to the extent permitted or required by the OSDE. To the extent appropriate under the circumstances, district attendance policies shall remain in effect, and student attendance and participation shall be monitored and recorded as closely as possible to existing district policies. Attendance and participation shall be measured by means appropriate in a virtual, hybrid, or distance instruction environment which may include, but are not limited to, district-approved-and-monitored chatrooms and message board posts, emails, submission of assignments, or other district-approved means and mediums.

Teachers shall make contact with each of their students a minimum number of times per school week, as determined by district administration, and count these contacts toward fulltime attendance. These contacts may include, but are not limited to, student participation in virtual classes or virtual instruction platforms, submissions or posts to approved message boards, instructor confirmation with a student or the student's legal guardian(s) that the student did participate, and physical or electronic submission of assignments. Instructors shall log their contacts with each student and submit weekly reports of these contacts to their building principal or designee. The district shall ensure that any attendance measures used for distance instruction comply with any requirements set by the Oklahoma State Department of Education.

When the district provides virtual instruction (as defined by O.A.C. 210:35-21-2), the district shall ensure that its attendance measures will meet or exceed the minimum requirements set by the Oklahoma State Department of Education and mandated by O.A.C. 210:35-21-2, and 70 O.S. §§ 3-145.8, 3-145.8(B).

Grading, Class Rank, Promotion, and Retention

In conformance with guidance from the OSDE and to the extent reasonable and appropriate under the circumstances, all existing requirements related to student progression, including retention, promotion, testing, and grade assignment shall remain in effect as if virtual, hybrid and/or distance instruction had not replaced in-person instruction. Traditional letter grades shall continue to be issued in conformance with the District's grading scale. Teachers shall ensure that, regardless of medium of instruction, that the curriculum presented aligns with any applicable Oklahoma Academic Standards for their subject matter. Appropriate efforts shall be made by all district personnel to ensure that the circumstances which effectuate this policy shall not negatively impact student grades.

Special Education

While this plan is in effect, when appropriate, each student's IEP instructor shall make contact with the student's legal guardian(s) to discuss the student's individualized plan for virtual, hybrid, or distance instruction. Instructors and related service providers shall share learning resources with the student's legal guardian(s) that are appropriate for the student in order to provide a variety of activities and supports which may be utilized that promote continued

progress toward the student's IEP goals. IEP meetings shall be conducted as needed via secure district-approved means and mediums that are appropriate under the circumstances.

English Learners (EL)

EL students shall continue to receive EL services. Unless otherwise designated, each student's EL instructor shall be the primary contact for the student's legal guardian(s) while this plan is in effect. In conformance to guidance from the OSDE, the district shall be intentional in ensuring instructors are providing appropriate plans, modifications, and accommodations for EL students. Nothing in this plan shall prevent EL students or their legal guardian(s) from directly contacting the student's teacher regarding their educational progress.

Extracurricular Activities

The district will allow participation in OSSAA, Key Club, National Honor Society, Student Council, and FFA extracurricular courses and activities as part of its virtual, hybrid, or distance instruction program. The district will ensure that all its instructors of OSSAA, Key Club, National Honor Society, Student Council, and FFA extracurricular courses and activities are thoroughly educated on virtual and distance learning and the methodologies applicable to their assigned activity. Extracurricular instructors shall provide assignments to measure participation and/or knowledge in their assigned activities. If students are participating in an extracurricular course or activity as a part of gaining credit for a course, the instruction must align with any applicable Oklahoma Academic Standards for that subject matter.

Method and Means of Instructional Delivery

Depending on whether virtual, hybrid, and/or distance instruction is employed by the district, the superintendent or designee is directed to evaluate and select the means and mediums which shall be authorized for instructional delivery and communication with students and their legal guardian(s): the "district-approved means and mediums." These shall be submitted to the board of education for approval prior to their implementation.

Lesson Plans

All instructors, including those who teach or coach electives, are responsible for submitting lesson plans, recording attendance, and assigning and grading two (2) assignments per week per class. Appropriate lesson plans shall be developed by grade level/subject area teams to ensure unified instruction (e.g., all Algebra II students receive the same weekly assignments, regardless of instructor). Lesson plans shall include supplementary or enrichment activities. Instructors shall ensure that the maximum number of hours of work they assign conforms to OSDE guidance. EL, Reading, Language Arts, and other district specialists will work with grade level teams to develop appropriate lesson plans. All instructors shall submit their virtual, hybrid, or

distance instruction lesson plans to their building principal or designee in conformance with this plan.

Office Hours

Every instructor and building administrator must be available during regular working hours to support instruction and student needs. District and building administrators shall develop and distribute a schedule for instructors to hold “office hours.” During office hours, each instructor is required to be available to provide instruction or otherwise provide immediate feedback to students and their legal guardian(s) via district-approved means and mediums. A portion of office hours may be utilized to conduct interactive virtual instruction lessons with students in conformance with this policy or tutoring.

Communication with Students and Parents

Instructors are expected to communicate with students and their legal guardian(s) regularly, making actual communicative-contact with students at least two (2) times per week. Electronic or telephonic messages left for instructors must be returned within 24 hours, excluding weekends/holidays via district-approved means and media.

District personnel who communicate with students shall do so in conformance with this plan and district policies and may do so only via district-approved means and mediums, except when expressly approved, in writing, by an immediate supervisor. Such communications shall be limited to discussions regarding classroom, school, and school-related activities only. At all times, district personnel shall exercise their best professional judgment and act with integrity and concern for their students’ well-being.

Communication with students for the purpose of fraternization is strictly prohibited.

Contact or communications between district personnel and students via personal phone numbers, personal emails, personal social media accounts, and group messaging apps (that are not district-approved) is expressly prohibited. **Students, legal guardians, and district personnel shall have no expectation of privacy when communicating via district approved means and mediums.**

Intellectual Property

At no time shall either district personnel or students use, upload, post, mail, display, store, or otherwise transmit in any manner any such material that is protected by copyright, patent, trademark, service mark, or trade secret, or in violation of any Federal Communications Commission rules applicable to public broadcasts, except when such use or disclosure is properly authorized and bears the appropriate notations. District personnel shall consult guidance from the OSDE regarding compliance with applicable infringement laws, including fair use. Instructors shall use public domain resources when permission to use protected material cannot be obtained.

Privacy Laws and FERPA

In all cases of virtual, hybrid, or distance instruction, but especially in an online learning environment, district personnel shall conform with FERPA requirements and other applicable privacy laws and district policies. **THE RECORDING OF CLASSROOMS (VIRTUAL OR OTHERWISE) AND/OR STUDENTS BY DISTRICT PERSONNEL, STUDENTS, OR THEIR LEGAL GUARDIAN(S) IS STRICTLY PROHIBITED.**

Virtual Instruction

All virtual instruction shall be delivered only via district-approved means and mediums. Virtual instruction lesson plans for the following week shall be submitted to the building principal or designee by 4:00 p.m. on Thursday. The building principal or designee shall ensure these are electronically posted to and made available from district social media by 8:00 a.m. on Monday.

Hybrid Instruction

All hybrid instruction shall be rendered in accordance with a mix of virtual and/or distance instruction and designated in-person instruction dates. The Virtual portion of the instruction shall be delivered only via district-approved means and mediums. The Hybrid instruction lesson plan for the following week shall be submitted to the building principal or designee by 4:00 p.m. on Thursday.

If the Hybrid instruction is a mix of in-person and distance instruction, the building principal or designee shall print, compile, and make distance instruction packets available at building sites by 8:00 a.m. on Monday, and, at the discretion of the district, other appropriate locations at a to-be-announced time.

If the Hybrid instruction is a mix of in-person and virtual instruction, the building principal or designee shall ensure the virtual instruction lesson plans for the following week are electronically posted and made available from district social media by 8:00 a.m. on Monday.

Distance Instruction

All distance instruction shall be rendered and delivered in print form. Distance instruction lesson plans for the following week shall be submitted to the building principal or designee by 4:00 p.m. on Thursday. The building principal or designee shall print, compile, and make distance instruction packets available at building sites by 8:00 a.m. on Monday, and, at the discretion of the district, other appropriate locations at a to-be-announced time (e.g., district food distribution sites).

Support Services

Whether virtual, hybrid, or distance instruction is utilized by the district, appropriate support services will continue to be available to district personnel, students, and their legal guardian(s) including:

- **Technical Support** — The district shall provide basic technical support for instructors, students and their legal guardian(s) in accessing and using district approved means and mediums of communication and virtual and distance instruction.
- **Instructional Support** — Instructors should contact their immediate supervisor with any questions regarding virtual, hybrid, or distance instruction.
- **Social-Emotional Wellbeing Support** — To the extent practicable and appropriate under the circumstances, the district shall provide information and resources to assist stakeholders in coping with the circumstances necessitating effectuation of this plan.
- **Special Education Resources and Support** — The Special Education Director or designee will provide support to students with disabilities or other special needs, along with their legal guardian(s), to help them navigate virtual, hybrid, and distance instruction and compliance issues while this plan is in effect.

COMMUNICATION

The district will communicate with parents and students through the school website, Teleparent, and other means of communication as appropriate.

We will be posting information on the school website. Due to the highly fluid nature of the COVID-19 pandemic, changes to plans, policies, and daily procedures can take place rapidly. The district will make efforts to ensure updates and added information are placed on the district website.

Website Link: www.sperry.k12.ok.us

PARENTAL SUPPORT

Parents can help during this unprecedented time through the following:

1. Donations of hand sanitizer, disinfectant wipes, masks, no-touch thermometers, and additional school supplies would be helpful at each site.
2. Taking your child's temperature on a daily basis prior to them leaving the house every morning.
3. Keeping students home if they exhibit any symptoms of any illness.
4. Keeping students quarantined for 14 days if they have had any exposure to someone who has tested positive for COVID-19.
5. Preparing your home and child with supplies and devices for remote learning if possible and feasible.
6. Letting your child's teacher or school know if you need assistance with devices or meals.
7. Having masks or other appropriate face coverings available for students to have at school if needed.
8. Have you child practice wearing a mask and find one that is easiest to wear and fits proper.
9. Openly communicating any concerns directly with your child's teacher or school site.
10. Working and cooperating with the school on visitor protocols.

Return to Learn Plan FAQs

Has the first day of school changed for Sperry?

No. Classes for all three of the learning formats begin on Thursday, August 13.

Has the school day schedule changed for the 2020-2021 school year?

No. The beginning and dismissal times for all sites remain the same as it was for the 2019-2020 school year.

What forms of instruction will be available at Sperry Schools?

All sites will offer traditional face-to-face instruction, blended instruction mixing traditional and virtual/distance instruction, and virtual/distance instruction in which the student will not come to campus. In virtual/distance learning, students will complete work digitally through internet-based programs and/or complete instructional activity packets. The Sperry Return to Learn Plan offers a more complete explanation for each option. Students may pivot between the instructional options one time per semester at the 9 week interval.

What is Virtual Learning?

Virtual learning means the student takes all of his/her courses in a virtual setting away from the school. Edgenuity will be used for instruction for secondary students, while Exact Path will be used for elementary students. Both programs are content management systems that provide online/digital learning curriculum.

What is Blended Learning?

Blended learning “blends” traditional classes with virtual classes. Traditional coursework is directed by a certified teacher. The student will work on his/her virtual classes away from the school campus. At least one course must be taken at school in a traditional format to be eligible to participate in extracurricular activities. Transportation will be provided at regular AM and PM route times. Contact your building principal and/or counselor to determine if blending learning is appropriate for your needs.

When do students have to decide on a learning format?

Students must select their instructional delivery format by August 4 at 3:00 PM.

Students/parents who do not respond will automatically be enrolled in the traditional face-to-face format.

Who will decide if my child is going to attend school virtually?

Each family will decide which learning format (traditional, blended, or virtual) is best for their student(s).

What if my child is exposed to or has symptoms of Covid-19?

Parents of students who have been exposed to COVID-19, who have COVID-19 symptoms, or have a lab-confirmed diagnosis may request permission from the principal to have their child changed to virtual/distance learning format due to the isolation requirement.

What additional support will be available for gifted and talented students?

The gifted and talented programs at both the elementary and secondary levels will utilize online resources more frequently than previously. Students in a virtual/distance learning program will receive their G/T enrichment online as appropriate. Other aspects of the district's G/T program, such as Academic Bowl and Pre-AP/AP offerings at secondary, will operate as close to normal as possible, based on the current situation, with precautions in place.

How will attendance be counted if we choose to attend virtually?

Attendance is counted for a subject/class when a student submits an assignment, emails the teacher, participates in video conferences or chat rooms, or contacts the teacher by phone.

What will virtual school look like?

Virtual school may utilize a range of resources to provide instruction which may include, but not be limited to, accredited online instructional programs, online resources, Google docs, Google forms, textbooks, and e-texts. Using Canvas, the District's online learning management system, students will be able to take quizzes and tests, view and submit assignments, and communicate with teachers.

Do I have to provide my own computer if my child chooses the virtual option?

No. Each student participating in the blended or virtual learning format can use a school-issued Chromebook. There will be restrictions for use and an agreement for students and parents/guardians to sign.

If masks are in the "recommendation" phase, will there be times students will be "required" to wear a mask?

Depending on the COVID-19 color-code designation, sites may implement "Mask Zones" and "Mask Free Zones" based on social distancing capabilities. There may be staff members in the vulnerable population; as a result, principals may require students to wear masks in their respective classes.

Will athletics, electives, and fine arts continue to be offered and will there be any restrictions?

Depending on the level of community spread, athletics, electives, and activities will continue as planned with extra measures taken to help protect students and staff. Additional measures, restrictions, and/or cancellations may be implemented as needed.

Will the school district calendar change for 2020-2021?

It is our goal for the calendar dates to stay the same. If there is an interruption to face-to-face instruction, we will continue to provide instruction for students via virtual/distance learning.

What safety precautions are being taken?

Schools have daily cleaning protocols using hospital grade disinfectants and sanitizing agents. Hand sanitizer will be available in every classroom and frequent handwashing will be

encouraged. Students will be asked to bring water bottles to school that can be filled at water filling stations in each building.

Will students have their temperature checked each day at school?

Not as part of a daily routine. Parents will be asked to do a health screening on their child each day prior to coming to school. Students should not be sent to school if a fever is present.

How will social distancing be practiced in the classroom?

When possible and to the extent practical, the district will practice social distancing at all times. Teachers will space desks as much as possible and use visual cues related to social distancing to help encourage and guide students.

Will visitors be allowed in the school?

Visitors will not be permitted to enter school buildings without an appointment. Parents are asked to remain in their cars and drive through the drop-off line to ensure a safe exit from and entrance into their family vehicles. While waiting on a child, parents are encouraged to maintain social distance or wear a face covering.

Is there a refillable water bottle station in the school instead of water fountains?

Yes. As school opens, all traditional “bubble up” water fountains will be replaced. These stations will be available to students and faculty to fill containers brought from home. Students and staff are encouraged to bring non-breakable water containers.

Will I be notified if a student or teacher from my child’s class tests positive for Covid-19?

Parents will be notified if their child has come into direct contact with someone who has tested positive. The school will follow the CDC guideline and procedures pertaining to notification protocols.

Will students be provided a face covering?

Yes. Each student will be provided a face covering.

What is the policy for faculty and staff who have COVID-19 symptoms?

Staff members are required to perform a health self-assessment each morning prior to the start of the school day. If they show specific signs of COVID-19 symptoms, they will be tested, as appropriate, and expected to self-isolate according to the CDC guidelines.

What determines the level of community spread?

Sperry administrators will work with the Oklahoma State Department of Health, Tulsa County Health Department, and the State Department of Education to determine these levels. We will refer to the Oklahoma State Department of Health’s COVID-19 Alert System (<https://coronavirus.health.ok.gov/covid-19-alert-system>) for locally specific information.

Should a parent notify the school if their child or someone in their family tests positive for COVID-19?

Yes. The child should not return to school until the parent and the school work together to determine it is safe for the child to return to school.

What if I don't want my child to wear a face covering?

Face coverings will be required in certain conditions and/or situations. Masks exemptions and accommodations may be made by principals on an individual basis according to the guidelines published by the State Department of Education.

My child is on an IEP. Will my child still receive special services if we choose the virtual option?

Yes. All requirements of your child's IEP will be met. In addition, your child's file holder will be contacting you to set up an IEP meeting. During this meeting, the team will create an addendum to the IEP to discuss a contingency plan to reflect any changes needed to ensure your child's educational goals can be achieved while participating in virtual/distance learning.

Will masks be required for students on buses?

Yes. All students will be required to wear face coverings when using school transportation. Bus drivers will be required to wear a face covering while transporting students.

Will my student have access to school provided meals?

Grab-and-Go lunch and breakfast will be provided for students receiving instruction from a traditional or blended format while school is in session. Grab-and-Go lunch and breakfast will also be provided for students receiving virtual instruction; however, the meals must be picked up at school. The time and location of distribution will be announced prior to school starting.