

Woodall Public School

Safe Return Plan

2021-2022

In an effort to keep the campus of Woodall School open for the 2021-2022 school year, the following guidelines, practices, and protocols will be followed. The district commits to being proactive in terms of safety and maintaining the health of all students, staff and patrons who visit the campus. Our procedures will be adjusted to observe the best practices possible under the most recent CDC and/or OSDH guidelines. Therefore, this plan is ongoing and is subject to change and may be amended, added to, revised, edited, or changed at any time.



Woodall Safe Return Plan Consultation Committee Members

Ginger Knight – Superintendent

Ray Pinney - Principal

Lisa Neff – Distance Learning
Coordinator, Gifted and Talented
Coordinator

Heather Moles – Special Education
Director

Rashelle Vaughn – Child Nutrition
Director

Whitney Smalley – Parent
Representative

Rick LaBounty – Technology
Director, Woodall Education
Association Representative

Michelle McCutchan – Reading
Specialist, SPED Teacher

Jaylee Light – School Nurse

Kim Kocsis – Counselor,
Homeless/Foster Care Liaison, EL
Coordinator, Testing Coordinator,
Afterschool Program Director

Skye McGlothlin – Federal
Programs Coordinator, JOM and
Indian Education Coordinator

Jerrod Hood – Director of
Operations and Transportation

Billy Keys – Athletic Director

Health Protocols and Guidelines:

1. All parents will be asked to ensure their children are free of all known Covid-19 symptoms before sending them to school each day. Symptoms may include:
 - Fever, greater than 100 degrees Fahrenheit or chills
 - Cough
 - Shortness of breath or difficulty breathing.
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Existing Law provides that anyone with a communicable disease is prohibited from attending a private or public school. It is the duty of the parent or guardian, and the school, to exclude such persons from school until the period of isolation or quarantine ordered for the case expires or until permission has been given by local health officers. See 63 O.S. § 1-507.
2. Students who arrive at school with any of the known symptoms listed above will be isolated at school until a parent/ guardian arrives and then will be sent home until cleared by a medical doctor as being Covid-19 negative and fever free for 24 hours with no fever reducing medication.
 - A parent that contacts the school in regard to their child that is experiencing any of the known symptoms, but has a doctors' note that they are being treated for the cause of the symptom(s), are not contagious, and are fever free for 24 hours with no fever reducing medication, will be allowed to send their child to school.
3. Staff will continually monitor student's health and temperatures will be taken if needed. Students will be sent to the nurse's isolation room for further evaluation if a student begins to display any known symptoms of the Covid-19 virus.
4. Students and staff will wash hands frequently. Hand sanitizer dispensers and disinfecting wipes will be available in every classroom. Students will be instructed, and signs will be placed throughout campus on proper hand washing procedure.
5. Students and staff will follow respiratory etiquette by covering mouth during coughs and sneezes.
6. The district will regularly maintain and disinfect all high traffic areas such as halls, bathrooms, gym, cafeteria, playground, etc. This will help with the spread of the virus, but it will NOT guarantee that someone may contract the virus on campus.
7. All HVAC units on campus will be set to operate during school hours to circulate air and to improve ventilation. Filters will be changed regularly and as needed.
8. Parents will notify the school if student has had known close contact with a person who is lab confirmed to have Covid-19 and if exposure to the active confirmed case occurred within the last 14 days.
 - Woodall School will follow contact tracing and quarantine protocols and guidelines recommended by the CDC, OSDH, and/or Cherokee Nation Health Services, including the current recommendation of quarantine protocol for fully vaccinated individuals.
 - During required quarantine, students may continue lessons through distance learning and will be counted as present if distance learning attendance guidelines are followed.
9. If a student or staff member becomes infected and tests positive for COVID-19, that person will be isolated at home for the recommended days of isolation from the CDC, OSDH, and/or Cherokee Nation Health Services.
 - The District will report positive cases and/or contacts with positive cases, to the OSDH via the State Infection Reporting System.
 - The areas of the school building where the individual spent more than 30 minutes will be disinfected with approved cleaners in accordance with CDC and/or OSDH guidelines.

10. At any time, we feel that it is in the best interest of our students and staff, or we can no longer reasonably meet the most recent CDC and OSDH guidelines, we will transition to Distance Learning. Parents will be notified of school closures, positive cases, or quarantines via phone call, letter from the district, or school website.
11. Woodall School will partner with the Cherokee County Health Department and the Cherokee Nation Health Service to provide vaccinations for staff and students when recommended. Woodall School will provide a location for vaccination administration to staff, students, or community if needed by either entity.
12. Woodall School will partner with Cherokee County Health Department and the Cherokee Nation Health Service to provide diagnostic and Covid-19 screening testing as needed, for staff and students.

Protocols and Guidelines for Parents and Students:

Woodall School will refer to the CDC and/or OSDH guidelines when making decisions in the categories of instruction, health protocols, and activities. In the event federal, state, or local authorities mandate specific masking requirements, the level of masking selected by the Superintendent shall be consistent with those requirements. The Woodall Board of Education will only implement a mandate to wear a mask after consultation with the Cherokee County Health Department, and when Cherokee County is under a current state of emergency declared by the Governor. We will use data provided by OSDH on community transmission of Covid-19 to guide our recommendations and protocols. Woodall School will follow CDC and/or OSDH recommendations on masking for fully vaccinated individuals.

1. The Woodall Board of Education authorizes the Superintendent to determine the level of masking appropriate for the District, given the circumstances in the community and the reasons listed above. The Superintendent shall designate a level of masking as specified in the Woodall Masking Policy.
 - **Level 1:** Mask usage is optional for all individuals.
 - **Level 2:** Students, staff, and visitors are highly encouraged to wear masks but are not required.
 - **Level 3:** Staff and visitors must wear masks on school premises. Students on school premises or engaged in school-sponsored activities must wear masks in situations where social distancing is unlikely or impossible but may otherwise remove their masks. For example, students must wear masks on school buses and when traveling outside classrooms but may not be required to wear masks in classrooms. Teachers may determine when students are required to wear masks in their classrooms, subject to administrative approval.
 - **Level 4:** All individuals—including students, staff, and visitors—must wear masks while on school premises, on school buses, or while engaged in school-sponsored activities.

The Superintendent shall provide notice to the school community if the masking level moves beyond Level 1. When mask wearing is not mandated, individuals who prefer to wear a mask may do so. As warranted under the circumstances, the Superintendent may designate a different level of masking at any time and will provide timely notice of any change in masking level to the school community.

2. Students will be required to bring their own face mask and must have one each day when the District is in a level that requires student masking. Masks must be cloth or disposable masks of tightly woven material or clear, solid face shield. Masks should completely cover the nose and mouth and fit snugly against the sides of face without gaps. Students with disabilities will be provided modified face coverings to meet specific needs.
3. Every effort will be made to maintain the CDC recommended distance between the students at school, when possible.
4. Students may not arrive at school before 7:30 a.m. School gates will open at 7:30 a.m. and students will go directly to their classroom buildings. There will be no supervision before 7:30 a.m. The school day will start at 8:00 a.m.
5. Entrance inside the school buildings for parents and visitors will be limited and only as needed. Parents are encouraged to conduct school business via phone, text, or email. The office will have plexiglass sheeting across the office counters to shield patrons and staff from each other.
6. While on campus, parents/guardians agree to follow the masking policy level and social distancing requirements that are currently in place.
7. Students will need to bring a clean, non-breakable water bottle to school each day. Drinking fountains use will be limited and we will use water bottle fill stations.
8. Parent/Teacher Conferences, Open House, and Family Night will be held in person if possible.

9. Students who plan to start school in Virtual or Distance Learning, will need to attend an orientation session on August 10, 2021, at 6:00 p.m. to pick-up electronic devices, textbooks, paper packets, and sign a learning contract.
10. We will offer the afterschool program until 5:30 pm. All protocols in this document, apply to the afterschool program.
11. **Code of Conduct:** Students are expected to adhere to all public health guidelines, protocols, and procedures. Attendance at school will serve as agreement to these terms.

Pathways and Continuity for Learning:

1. Parents will enroll students for the 2021-2022 school year via the Infinite Campus Online Registration. Documents will be uploaded and submitted virtually. Parents who are unable or do not have a device available for enrollment, may use an enrollment kiosk available on campus and will be assisted by Woodall staff.
2. The primary goal of Woodall School to continue to safely offer in-person instruction to the greatest extent possible. We strongly believe the best educational opportunity is provided to our students through an in-person environment.
3. Woodall School will offer the following pathways to learning for the 2021-2022 school year:
 - **OPTION 1 - Traditional Learning:** Students will attend school in-person and full-time. Students will be on campus working as traditional students. Students will be provided with curriculum and all materials needed as a traditional learner. Students will be accountable for the completion of all assignments and will be graded according to the grading procedure in the student handbook. **If Traditional Learning is selected, students will be required to stay in traditional learning for an entire quarter (approximately 9 weeks). The only exception will be if a student is required to quarantine or if the school transitions to distance learning.**
 - **OPTION 2 - Distance Learning:** Students will join their class fulltime from home using their school provided device via Microsoft TEAMS. Students will be on the same daily schedule as the traditional students and taught by a highly qualified Woodall teacher. Attendance will be taken daily/hourly for distant learners or as required by teacher. Teachers will be provided the same curriculum and materials as a traditional student. Students will be accountable for the completion of all assignments and will be graded according to the grading procedure in the student handbook. This option is open to all students, pre-k through 8th grade. **This option must be approved by administration. If Distance Learning is selected, students will be required to stay in Distance Learning for an entire quarter (approximately 9 weeks). Parent and student will be required to sign a Distance Learning Contract. If a student is not successful in this option (poor attendance, multiple assignments not completed, or failing grades), the student will be required to transition to Traditional Learning. Transfer students may not choose this option unless they attend one hour per day in-person.**
 - **OPTION 3 - Virtual Learning:** This option is only available for students in 6th, 7th, and 8th grade. Students will complete instruction via Edgenuity Online Program. Students will work from home on a device provided by the school. Virtual Learning students will be monitored by Woodall Distance Learning Coordinator and will have attendance and course completion requirements. This option will provide an element of student control over the time, place, and/or pace of learning, so it is important that students are self-motivated to be successful in this program. **This option must be approved by administration. If Virtual Learning is selected, students will be required to commit to a full semester. Parent and student will be required to sign a Virtual Learning Contract. If a student is not successful in this option (poor attendance, multiple assignments not completed, or failing grades), the student will be required to transition to Traditional Learning. Transfer students may not choose this option unless they attend one hour per day in-person.**
4. Woodall School has made plans for continuity of learning to exist alongside planning and responding to loss of learning through modifications of curriculum, pacing, targeted assessment, and remediation opportunities. Teachers will continue to guide instruction and create lessons with evidence-based curriculum. Focused and targeted instruction will occur in all classrooms.
5. Students who do not benchmark on a screening instrument or have been identified as having a learning gap through assessments or progress monitoring, will receive tutoring and/or explicit, systematic intervention

services by the classroom teacher, reading specialist, and paraprofessionals. Diagnostic testing will be administered as needed to provide more specific information and guide interventions.

6. Students in need of special services, including English Learners and Special Education will be provided intervention and tutoring services as well as instruction based on the student's Language Instruction Education Plan and/or Individualized Education Plan. Services will be provided by classroom teacher, reading specialist, special education teacher, speech therapist, occupational therapist, physical therapist, and paraprofessionals.
7. Students with 504 plans and identified gifted and talented students will continue to receive differentiated and accommodated instruction.
8. The evidence-based online program IXL will be utilized for all students and the evidence-based online program Exact Path will be utilized for special education students.
9. An afterschool program, which includes tutoring and intervention services, will be available to all students.
10. A summer school program will be offered to students who have been identified as having a learning gap or need more intense intervention services.
11. Students who are falling behind on classroom instruction will receive tutoring via study hall hours.
12. If the District is required to transition to Distance Learning for all students due to quarantine or inclement weather, traditional students will join their classroom teacher(s) from home using their school provided device via Microsoft TEAMS. Students will be on the same daily schedule and taught by their classroom teacher. Attendance will be taken daily/hourly or as required by teacher. Students will be provided the materials needed for lessons. Students will be accountable for the completion of all assignments and will be graded according to the grading procedure in the student handbook.

Protocols and Guidelines for Technology:

1. Every student will have an electronic device checked out to them to use daily and to take home if needed for distance learning. Students with disabilities will be provided adaptive equipment as needed.
2. Hot spots will be checked out for families that do not have internet access at home during Virtual or Distance Learning.
3. Students will not share devices, supplies, and materials if possible.
4. Students who plan to start school in Virtual or Distance Learning, will need to attend an orientation session on August 10, 2021, at 6:00 p.m. to pick-up electronic devices, textbooks, paper packets, and sign a learning contract.

Protocols and Guidelines for Bus:

1. Every effort will be made to social distance students on the bus. Student's will have assigned seats and will need to stay in that seat.
2. All bus routes will run with some windows down (weather permitting), creating as much air circulation as possible.
3. Buses will be cleaned and disinfected frequently.

Protocols and Guidelines or Food Service:

1. All Woodall students will receive free breakfast and lunch for the 2021-2022 school year based on a waiver from the USDA.
2. Students in grades 1st – 8th will go to the cafeteria upon arrival and get a grab-and-go breakfast to take back to the classroom. Kindergarten students will go to the cafeteria upon arrival and eat breakfast in the cafeteria. PK students will eat breakfast in the cafeteria after 8:00.
3. Students in PK-5th grade will sit with their class while at lunch, in the cafeteria. Cafeteria schedule will be adjusted to provide social distancing. Cafeteria tables will be sanitized before next class enters.
4. The district staff will frequently maintain and disinfect the cafeteria.
5. Students who are participating in Virtual or Distance Learning may pick-up five days of breakfast and lunch on Monday morning at 10:00. Parents will need to notify the office if they are picking up meals on Monday, the Friday before meals can be ordered and prepared.

6. Woodall Schools will assess the food security of our homeless students, foster care students and students of low socioeconomic status. We will provide added nutrition as needed through donations to our weekend food backpack program.

Protocols and Guidelines for Staff:

1. Teachers will remove all furniture and items that are not easily sanitized from inside the classroom.
2. Teachers will remove all furniture and items that are not essential to the classroom. This will allow for better social distancing.
3. Teachers will position essential classroom furniture and items in a strategic manner, creating the most possible distance between student's desks. Students will have assigned seats and will need to stay in that seat as much as possible to assist with contact tracing if needed.
4. Staff will teach all students good hygiene habits as recommended by the CDC.
5. Staff will frequently sanitize all high traffic areas such as door handles, counters, small group tables and classroom items. The district will regularly maintain and disinfect all high traffic areas such as halls, bathrooms, gym, cafeteria, etc. This will help with the spread of the virus, but it will NOT guarantee that someone may contract the virus on campus.
6. Staff will continually monitor student's health. Students will be sent to the nurse's isolation room for further evaluation if a student begins to display any known symptoms of the Covid-19 virus.
7. Staff will be provided with face masks, shields, and gloves as needed.

Extracurricular Activities:

1. The Board of Education authorizes the Superintendent to determine the level appropriate for the District given the circumstances and Covid-19 spread in the community. The Superintendent may designate a different level at any time and will provide timely notice of any change in level to the school community. Woodall Public School will follow occupancy recommendations and orders from the State Government Agencies at all levels.
 - Level 1 – Practices, competitions, meetings, field trips, events, activities, and games will be permitted.
 - Level 2 – Practices, competitions, meetings, field trips, events, activities, and games will be permitted. Social distancing will be a part of all planning by the Woodall staff and administration. Spectators will be allowed to attend activities, events, and games. Facial coverings are recommended when social distancing cannot be achieved. Spectators will not be allowed to attend practices or meetings.
 - Level 3 – Practices, competitions, meetings, events, activities, and games will be permitted only if social distancing can be achieved. Social distancing will be a part of all planning by the Woodall staff and administration and capacity will be limited. Facial covering must be worn by students and coaches/sponsors during all times social distancing cannot be achieved. Spectators must agree to always wear a facial covering. Spectators will not be allowed to attend practices or meetings.
 - Level 4 - All extracurricular activities including practices, competitions, meetings, events, field trips, and games will be suspended.
2. All Woodall students, staff, and spectators must follow the protocols, put in place by the hosting school when traveling to their site for competitions, events, field trips, games, or activities.
3. Students who choose distance or virtual learning, may participate in extracurricular activities, but must attend all meetings and practices in-person to participate. Distance and virtual learning students will have the same eligibility requirements as all Woodall students.

Social-Emotional Learning:

1. Woodall School will utilize Social and Emotional Learning (SEL) guidelines to support students. Classroom teachers will embed SEL opportunities throughout their instruction.
2. Our school counselor will target their instructional delivery and support of students based on feedback from students, families, and staff. SEL opportunities will be differentiated for students based on observations of students needs and behaviors.
3. Our school counselor will use the Character Strong program to deliver a character strengths-based intervention to students via classroom instruction. Tier I intervention reaches all students. Tier 2 interventions will reach

students with more specific SEL weaknesses, including students of lower socioeconomic status. This program is evidence-based and has shown to improve academic achievement and improve school climate for both students and staff.

4. School counselor will utilize a calming corner in her office to provide students the opportunity to deescalate strong emotions and regulate emotions before returning to class.
5. Woodall staff will commit to identifying students in need and providing extra support and reporting to school counselor when they feel a student is in crisis. Staff will serve as mentors to the identified students.
6. Woodall School will continue partnerships with contract counseling services to provide SEL services to identified students.
7. Woodall School will reach out to other agencies such as Oklahoma Department of Human Services and Cherokee Nation Child Welfare Services to assist our students with specific needs.
8. Students who have emergent needs will be addressed by counselor and referred for outside services.

Opportunities for Public Comment:

1. May 26, 2021 – Safe Return Plan Consultation Committee Meeting
2. June 11, 2021 – Initial Safe Return Plan emailed to Consultation Committee for review and revision.
3. June 14, 2021 – Initial Safe Return Plan presented to Woodall School Board for approval to post for public comment.
4. June 15, 2021 – Safe Return Plan posted on school website www.woodall.k12.ok.us, link posted on school Facebook page, link sent to all families via Infinite Campus parent portal, plan emailed to all staff. All stakeholders are encouraged to contact Superintendent, Ginger Knight at 918-456-1581 for feedback and comment.
5. June 22, 2021 – Revised and final Safe Return Plan posted on school website at www.woodall.k12.ok.us
6. June 28, 2021 – Revised and final Safe Return Plan presented to the Woodall School Board for approval.
7. The Safe Return Plan will be reviewed and updated every six months and as needed when guidance and recommendations change.

Translation Services:

1. This document will be made available in other languages to parents that have limited English proficiency.