Collinsville Public Schools

It's Good to Be a Cardinal!

2020-21 "Return to Learn" Plan

This is intended as a guidance document, but it is NOT intended to replace the guidance given by the different federal, state, and local entities..

Cardinal patrons, parents, staff and students,

First, I'd like to thank all of you for your support and patience through this unprecedented time. We have created this plan to aid in navigating the reopening of our school where employees, students, and families feel safe and to help mitigate the impact of COVID-19 conditions upon returning to the district. The 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 (including the OURS plan), and the Oklahoma State Department of Education. Regular updates will be made to this plan based on information provided by these various federal, state and local agencies.

While it is our hope and goal to create and maintain the safest environment possible, to say that there won't be risks would be dishonest. For example, there is absolutely no way to maintain 100% "social distancing" in a school settings such as hallways, buses, and classrooms.. However, we are going to do everything we can to implement and do it when we can, hopefully minimizing the times we can not.

Within this plan, you will find several "new" policies and procedures. Please know that none of these are meant to be punitive or malicious...they are all from current guidance and determined to be what is best for our entire school system at this time. Our hope is that some of these are just temporary; however, we must be diligent and consistent in their implementation.

You will also find an "Academics" section in the back of this plan. This is there to help define and describe some terms that our district will be using in describing the various learning models and methods we have available to our students and their families. Please contact your student's building principal with any questions regarding any of this information.

This plan is not meant to be the "end all" for this pandemic and our response to it. It will change as we get more data and information. Also note that we are just like you in that we hear all kinds of things daily and continually have more questions. We share in the frustration that occurs when everything is not crystal clear. We realize there are so many levels of anxiety, worry, and unknowns. Our wish is to be a stabilizing influence on your student and to provide them the complete education that we all want for our children. I genuinely hope that a lot of our "new" protocols and procedures can be lifted as the situation improves...I'd like to to see these as temporary. Until then, I truly believe in our staff, our community, our parents, and our kids...we will get through this together!

<div align="center">Lance West - Superintendent</div>

GLOSSARY

SCHOOL OPERATIONS

School Operations is a broad category. As a result of the myriad operational adjustments necessitated by COVID-19, and in keeping with the most up-to-date information on spread of the virus, School Operations for our district will be dissected by the following categories:

1. Public Health Protocols
    A. Screenings
    B. Social Distancing
    C. Exposure Guidelines
2. Environmental Factors and Mitigation Strategies
    A. Use of PPE
    B. Good hygiene practice promotions
    C. School Cleaning Procedures
3. School Day
    A. Adjustments to "traditional" day
    B. Classroom reorganization
    C. Student Transportation
    D. Mental Health Resources

PUBLIC HEALTH PROTOCOLS

A. Screenings

STAFF:
- Each employee will complete the *"Employee Self-Screening"* form upon arrival at his/her place of employment.
- 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 be required to go home immediately.

STUDENTS:
- Unless guidance changes, we will not be doing temperature checks on our students. However, as would happen in the past, we will check student's temperature if they show signs of possible fever.
- If a fever is detected at any time during the day, the student will be isolated until arrangements are made to pick them up.
- Students will be administered the *"Student Self-Screening"* form prior to arriving at school. THIS DOCUMENT DOES NOT NEED TO BE RETURNED TO THE SCHOOL.
- ***Please do not send your child to school if they have a temperature 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.

VISITORS:
- All visitors will be required to complete the *"Essential Visitor Screening"* form and have temperature taken before entry into the building. They will also be required to wear a mask for the duration of their visit.
- All visits must be scheduled and pre-approved by building administration.

EMPLOYEE SELF-SCREENING Form

The following self-screening protocol must be distributed to all employees for voluntary, home self-screening.

The district is concerned for your safety and the safety of your co-workers, students and families. We are monitoring the development of Coronavirus. In the interest of ensuring a safe and healthy learning environment, we recommend that you voluntarily monitor your health status by carefully completing this self-assessment each day before coming to work.

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 (vomit, 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 of your household traveled internationally in the past 14 days?

If you answered YES, please contact your supervisor prior to coming to work so that a determination can be made whether you should remain offsite from the school following the last potential exposure to the COVID-19. You may be required to submit evidence of exposure to an infected person. Should you be required to remain offsite, you should keep in contact with a building representative and receive clearance from them before returning to the premises. You may also be required to have written clearance from a doctor.
If the answer to all the above questions is NO: please adhere to local guidance regarding your work schedule and any special precautions to be taken.

STUDENT SELF-SCREENING Form

NOTE: By sending your child to school, you are representing to the School District that the answer to each of these questions is "NO".

Daily COVID-19 STUDENT SELF-SCREENING Form

In an effort to prevent possible exposure of staff and students to COVID-19, you are requested to review the following questions each morning and PRIOR to your child riding a school bus or entering school.

1. Does your child have a fever of 100 degrees[1] or more?

2. Is your child experiencing (a) a new loss of taste or smell, (b) nausea or vomiting, OR (c) diarrhea?

3. Is your child experiencing two or more of the following symptoms of COVID-19?
   · Chills
   · Cough
   · Fatigue
   · Muscle or body aches
   · Headache
   · Sore throat
   · Congestion or runny nose

4. Is your child experiencing **ANY** of the **Emergency Warning Symptoms** of COVID-19?
   · Shortness of breath or difficulty breathing
   · Persistent pain or pressure in the chest
   · New confusion
   · Inability to wake or stay awake
   · Bluish lips or face

5. Has your child had, or do you think your child has, COVID-19?

6. Has your child tested positive for COVID-19?

7. Has your child been around a person with COVID-19?

If the answer to any of these questions is "YES," **YOUR CHILD SHOULD REMAIN AT HOME** and you should contact the attendance clerk at your child's school by phone or email. Students remaining home as a result of COVID-19 concerns will not be penalized regarding absences. Assignments, tests, or other school work can be made up by arrangement with teachers.

If your child is showing any of the **Emergency Warning Signs** listed in Question 4, **seek emergency medical care immediately**.

If your answer to Question 5, 6, OR 7 is "YES," please contact your physician and the Tulsa County Health Department at (918)582-9355 for specific guidance on the criteria to be met before your child returns to school.

[1] This temperature is set per the OSDE *Return to Learn Oklahoma,* June 2020

ESSENTIAL VISITOR SCREENING Form

NOTE: Mask must be worn the entire duration of visit.

To ensure the safety students and staff, we would like you to complete the following questionnaire on the days that you visit our school(s) to determine your state of health.

1. Name: _____

2. Phone Number: _____

3. In what capacity are you needed at school:

o Substitute
o Mentor
o Volunteer
o OKDHS
o Counselor
o Other (please explain) _____

4. What site are you visiting: _____

5. Without the use of appropriate Personal Protective Equipment (PPE), have you been directly exposed to someone under investigation for, or with a confirmed case of COVID-19 (Coronavirus) in the past 14 days?

o Yes
o No

6. What is your temperature today: _____

7. Have you experienced any of the following symptoms today? (Select all that apply)

o Fever (100 degrees or greater)
o Cough (unrelated to seasonal allergies or asthma)
o Shortness of Breath (unrelated to seasonal allergies or asthma)
o Loss of taste and smell
o GI symptoms (vomit, nausea or diarrhea)
o Chills
o Headache
o Muscle pain
o Sore throat
o Fatigue
o Congestion or runny nose (unrelated to seasonal allergies)
o None

11. Are you currently under investigation for COVID-19 (Coronavirus), or have you tested positive for COVID-19 in the past 14 days?

o Yes
o No

12. Have you, or a member of your household, traveled internationally by air in the past 14 days?

o Yes
o No

13. Have you, or a member of your household, traveled by sea (Domestic or International) within the past 14 days?

o Yes
o No

Signature: _____   Date: _____

PUBLIC HEALTH PROTOCOLS

B. Social Distancing

Social distancing is an effective way to prevent potential infection. CPS employees, students, parents, and visitors should practice staying approximately 3-6 feet away from others and eliminating contact with others when it is possible.

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 coworkers, 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, commons areas, etc. in order to maintain the social distancing requirement of 3-6 feet

● Ad-hoc Interactions/Gatherings –
Non-essential/informal meetups and visiting should be avoided

C. Exposure Guidelines

Guidelines for Exposure

These guidelines are intended to mitigate, not 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: If you have been diagnosed with a **lab-confirmed** case of COVID-19 and have been told to isolate for 10 days from the date symptoms first appeared or (if asymptomatic) 10 days from when you were tested. Please notify the appropriate school personnel immediately. Stay home and isolation, have at least 3 full calendar day of not experiencing symptoms or having a fever without fever-reducing medication.
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

Second Level Contact: If you have been in close contact (within 3-6 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 after the last known contact of First-Level confirmed case. If you experience symptoms and/or become a first level contact follow guidelines of a first level contact.
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

Third Level Contact: 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 confirmation of a student or staff member at a school site, district or school leadership will make contact with state and county health officials for guidance on appropriate actions. This may include contract 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. Any school-aged siblings of the positive student must quarantine for 14 days unless they have had no possible exposure. If the district experiences an significant increase of absent students and/or staff, the entire district may pivot to our "Distance Learning" / "Remote Education" model for up to 14 calendar days.

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Environmental and Mitigation Factors

A. **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 based on 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, 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 color, 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 can not 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.

Color	Green	Yellow	Orange	Red
Definitions	**COVID-19 positive cases are presently at a manageable level in the community**	**COVID-19 positive cases are present in the community at an increased level, and the risk of infection is elevated.**	**Many COVID-19 positive cases are present in the community with undetected cases likely.**	**Many COVID-19 positive cases are present and OSDH reports one or more of the four thresholds (ICU, Surgical bed, and Ventilator availability as well as PPE shortage) occur in the State within a given week.**
	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 which limit school operations.
Responses, Actions, and Protocols	*- Regular school procedures alongside 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.*	*- <u>Possible suspension of in-person school operations.</u>*
	-General disinfecting and cleaning protocols in place	*-Increase frequency of cleaning and disinfecting of rooms.*	*-Increase frequency of cleaning and disinfecting of rooms.*	*-<u>School facilities may be closed to the public</u>; enhanced protocols to ensure staff safety at school.*
	-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 at all times when social distancing is not possible (Mask Zones).***	***-ALL Students and staff will be required to wear face coverings within "Mask Zones" (areas where social distancing is not possible.***	*-Coordinate with local health agencies to develop standards for a safe return to school after the outbreak subsides.*
	-Due to the inability to physically distance on school buses, face coverings are <u>REQUIRED</u> for ALL students.	***-Due to the inability to physically distance on school buses, face coverings are <u>REQUIRED</u> for ALL students.***	***-Due to the inability to physically distance on school buses, face coverings are <u>REQUIRED</u> for ALL students.***	***- <u>Students and teachers may move to the "Distance Learning / Remote Education" model based on analysis of current conditions.</u>***
	-During the school day, students may need to wear face coverings in hallways, common areas, and some classrooms (Mask Zones) depending on the ability to maintain adequate separation between students and classes.	*-During the school day, students may need to wear face coverings in hallways, common areas, and some classrooms (Mask Zones) depending on the ability to maintain adequate separation between students and classes.*	*-Schools will prepare for possible transition to a full time "Distance Learning / Remote Education" model.*	*-District will move to a "grab and go" breakfast and lunch distribution (If "Distance Learning / Remote Education" is initiated) from a site to be determined at the time of closure.*
		-The district will coordinate with local health agencies to develop and implement enhanced procedures to reduce spread on COVID-19 in CPS schools.	*-The district will coordinate with local health agencies to develop and implement enhanced procedures to reduce spread on COVID-19 in CPS schools.*	
			-District may limit fan participation and/or require masks at school athletic events and activities.	

B. **Good hygiene practice promotion**
   - District-wide signage encouraging hand-washing, coughing/sneezing etiquette, keeping hands away from face, etc.
   - 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
   - Avoid touching your eyes, nose, and mouth
   - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

C. **School cleaning practices**
   1. District procedures
      a. 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 disinfectants to kill germs on surfaces. This process does not necessarily clean dirty surfaces, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.*
      b. Progress of room cleaning will be designated by use of color-coded signs (classrooms, offices, bathrooms, etc.)
      c. Disinfect areas with "fog machines" and/or sprayer at least 2x/week.
      d. Each classroom will have disinfectant spray for teacher to use as needed during the day.
      e. Upon notification of a positive COVID-19 case in a building, a classroom and/or school may 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.
   2. Classroom procedures
      a. Wipe down "heavy use" areas throughout the school day. Examples of these areas would be doorknobs, desktops, light switches, counter tops, etc.
      b. Tie up trash bag and place outside of room when it is full at the end of each day.
      c. Wipe down shared devices after each use.
      d. Spray desktops/table tops at the **end** of each school day.

   3. Transportation procedures
      a. Wipe down "heavy use" areas after each use.
      b. Disinfect seating and walkways by using either a "fog" machine or sprayer after each route.
      c. Transportation employees will use the ***"Transportation Cleaning"*** form weekly to certify daily cleaning procedures are completed.
      d. All Activity Bus drivers will be required to follow these procedures as well.

Environmental and Mitigation Factors (cont.)

TRANSPORTATION CLEANING Form

Week of _____ to _____

Driver: _____

Bus #: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Sanitize Aisle	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 ?	AM ___ PM ___	AM ___ PM ___	AM ___ PM ___	AM ___ PM ___	AM ___ PM ___
Notes					

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

SIGNATURE: _____

DATE: _____

SCHOOL DAY

A. **Adjustments to traditional day**
1. _Arrival_
   a) Push back allowed entry 15 minutes at every campus.
   b) Breakfast will be on a "grab and go" basis where the students will take their breakfast to the classroom.
   c) Congregation point, if needed, will be designated at each building with social distancing incorporated.
   d) When our students begin to arrive at school, they will be directed to their classroom or designated space. **Parents and/or visitors will not be permitted to walk students inside the buildings to classrooms. All parents will be asked to remain in cars while students are being dropped off or picked up.** Students will be escorted to cars at the end of the day. Students will be expected to wear a face covering during arrival and dismissal when we are under a "Orange" or "Red" risk level. Hopefully, we will be able to change this as the situation improves.
2. _Lunch_ - Additional Lunch periods may be implemented. Use of other areas for possible eating areas will be used as needed. No visitors will be allowed into our cafeterias during this situation. We are encouraging everyone to pay online if at all possible. Please refer to our District's Child Nutrition Page for further details.
3. Additional breaks for hygiene purposes and outside exposure will be encouraged and planned.
4. 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.
5. No school-wide assemblies, field trips, classroom parties with outside   visitors, or multi-class gatherings until further notice.

B. **Classroom reorganization**
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 or while in line.
4. As best as possible, keep each child's belongings separated to try and minimize the sharing of materials.

SCHOOL DAY (cont.)

C. **Transportation**
1. Students will wear a mask while being transported. 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 assign a specific seat to the child.
2. Students will be asked to limit unnecessary touching of surfaces on the bus and will be prohibited from changing seats or standing at all times once they are seated on the bus
3. The first rows behind the driver will remain empty to social distance the driver.
4. Encourage parents to transport their students to school if they feel uncomfortable with these procedures.
5. We will attempt to distance our students on the buses when it is possible. Also, we will require assigned seating on our buses each day. By keeping a log of all bus riders and their seat location, this will prove helpful if any contact tracing that might be required in the event of a positive COVID case.
6. When possible, we will be having much more of our windows open during our routes to increase air flow.
7. If, at some time during the year, there is a shortage of bus drivers due to COVID-19, the District may need to reduce the number of bus routes that we normally run or, in a worse case scenario, suspend district-provided transportation until staffing returns to "normal" levels.

D. **Mental Health Resources**
All traditional counseling resources will be available to our students. This would include our current school counseling staff as well as some of our "outside" agencies that we partner with such as Grand Lake Mental Health and Alliance.

Planning for School

As we begin preparation for the start of the 2020-21 school year, we must make some important decisions and consider a variety of scenarios. In order to make those decisions about what school will look like and how our students will experience learning, we formed a Return to School Task Force. The Task Force has 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

Collinsville Schools, like other school districts around the world, must consider multiple learning options for students for the 2020-2021 school year. Returning to traditional school, as we have previously experienced it, seems unlikely due to the restrictions required to provide a safe environment during the COVID-19 pandemic. The goal of Collinsville Schools is to continue learning excellence while keeping the safety of all families a priority. Learning may look very different based upon the modality chosen, but the standard of education remains the same.

- We are preparing to return to school in a traditional format for the 2020-2021 school year on August 20th.

LEARNING DELIVERY MODELS

- **Traditional Learning Plan**

- **Distance Learning (6th thru 12th grades) / Remote Education Plan (PK thru 5th grades)**

- **Full Time Virtual**

LEARNING DELIVERY MODELS

Traditional Learning Plan

- Traditional Learning is primarily focused on face-to-face instruction.
- The traditional format will evolve by incorporating digital learning modules that will allow for rapid transition to Distance Learning / Remote Education if needed.
- Teachers and students will prepare for Distance Learning / Remote Education in the traditional setting.
  - *For example, in the event of inclement weather or pandemic restrictions, students would transition to Distance Learning / Remote Education for one or more days.*

LEARNING DELIVERY MODELS

Traditional Learning Plan

- ○ School Starts on August 20th
- ○ All courses/classes taken at regularly assigned school site.
- ○ In-person instruction with a traditional academic school day.
- ○ Students in grades 6th-12th issued chromebooks.
- ○ Increased utilization of technology in order to be flexible and retain the ability to adapt if there is a need to do so.
- ○ Google Classroom will be used as the LMS for teachers to host instructional content. This will allow students 24/7 access to assignments and activities. Teachers will be able to combine online and face-to-face learning.

LEARNING DELIVERY MODELS

Traditional Learning Plan

Reimagining Learning with Increased Use of Technology

Access to learning 24 hours a day/7 days a week

- 6th-12th grade students enrolled in CPS will be issued a device. This will allow access to content and learning opportunities to extend beyond the walls of our schools

Learning Management System (LMS):

- CPS will be utilizing Google Classroom as the LMS for teachers to host instructional content. This will allow students 24/7 access to assignments and activities. Teachers will be able to combine online and face-to-face learning.

LEARNING DELIVERY MODELS

Traditional Learning Plan

Reimagining Learning with Increased Use of Technology

It is the expectation of Collinsville Public Schools that every student has access to learning and the ability to leverage the power of technology to increase student outcomes. It's important to remember that this initiative is not about the technology itself, as the integration of technology throughout learning will increase engagement in learning as we look to increase student outcomes.

LEARNING DELIVERY MODELS

Traditional Learning Plan

Contingency Plans

If the number of positive cases of COVID-19 rise to the point that the state limits the number of people allowed in a building or space, the District is preparing for distance learning at-home instruction for those students choosing the Traditional Learning Plan. These students would move seamlessly to the Distance Learning / Remote Education Plan.

- *On those school days where students were not reporting to the building, learning would continue to take place at home and attendance would be continue to be counted.*

LEARNING DELIVERY MODELS

Distance Learning / Remote Education Plan

- Distance learning refers to a digital classroom learning environment that takes place over the Internet or by "paper and pencil" packets rather than in a physical classroom.
- We will use Google Classroom to distribute lessons and assignments.
- Google Meet will be used for video-communication for teachers to connect and collaborate with students.
- Paper packets would be provided for families that have connectivity issues.
- Arrangements for paper packets should be made with the principal and teacher at the grade level site.

LEARNING DELIVERY MODELS

Distance Learning / Remote Education Plan

- Grades 6-12 would use their issued device.
- Grades PreK-5th would utilize learning menus.
- All grade levels will post learning menus.
- Paper packets would be provided for families that have connectivity issues.
- Arrangements for paper packets should be made with the principal and teacher at the grade level site.
- **THIS MODEL WOULD BE USED IF WE CLOSE DUE PANDEMIC RESTRICTIONS AND POSSIBLY IF WE CLOSE FOR INCLEMENT WEATHER.**

LEARNING DELIVERY MODELS

Distance Learning / Remote Education Plan

- **Curriculum**

  Unlike the 2019-20 Distance Learning / Remote Education program which focused on essential skills, Collinsville Schools Distance Learning / Remote Education will provide a much more in-depth and comprehensive curriculum comparable to content taught in the traditional school environment. Students can expect to dedicate approximately four hours per day to instruction that would include some digital and interactive components.

- **Learning Platforms**

  Some of the platforms include; Google Classroom, Google Meet, Math XL, Exact Path, ZEARN, In Sync, RAZ Kids, BrainPop, Khan Academy, Really Great Reading, Xtramath etc.

cont'd

LEARNING DELIVERY MODELS

Full Time Virtual

- ○ The virtual classroom refers to a digital classroom learning environment that takes place over the Internet rather than in a physical classroom. It is implemented 100% through software.

- ○ This will be offered to students that are unable to attend school in a traditional classroom.

- ○ A student who enrolls through the virtual track won't be able to return to in-person learning until the next semester.

- ○ 6th-12th students will use Edgenuity Courseware as the software platform. Students must fill out the application on the **"COLLINSVILLE VIRTUAL ACADEMY"** page located on our website (collinsville.k12.ok.us) if this is desired.

- ○ **This model is not available for Pre-K-5th students**

Accountability with Virtual/Distance Learning

Attendance

- The district will track virtual attendance in multiple ways:
    - Student sign-in to Google Classroom
    - Sending/receiving emails
    - Viewing who is in attendance during a live video session or online chat
    - Uploads of images or videos documenting student learning
    - Documented attendance where live instruction has occurred with a teacher
    - Completion of assignments
    - Documented access to an ongoing lesson
    - Documented telephone conversations

Communication / Devices

Devices

Students in grades 6th-12th are going to be provided with a chromebook to use throughout the school year. Detailed information on distribution of the device will be sent out the week of July 27th.

Communication

- ○ The district will communicate with parents and students through the school website and Apptegy messenger. Please download directions on the app by following the app directions found on next page.
- ○ We will be posting information on the school website as well as the school Twitter and Facebook page (see below). Please watch those for updates and added information. We will use our automated calling system to send out reminders to check those postings along with other important information as needed.

TWITTER LINK: https://twitter.com/okcardinalchirp?lang=en

FACEBOOK LINK: https://www.facebook.com/collinsvillecc/

WEBSITE LINK: www.collinsville.k12.ok.us

COLLINSVILLE PUBLIC SCHOOLS' APP

It's everything Collinsville in your pocket. With the app you can access sports scores, cafeteria menus, news updates, important documents, and even emergency notifications. Download the app on Android: http://bit.ly/2N8GzDh or iPhone: https://apple.co/2SS5cJK.

To receive notifications please follow these directions:

· Download Collinsville Public Schools' app.

· Select the 3 lines in the upper left-hand corner.

· Select "Settings."

· Select "ONE OF THE SCHOOL SITES" as your default school or "Collinsville Public Schools" if you have students at more than one site.

· Select "Turn on notifications."

· Select all building sites in which you would like to receive notifications. (Ensure you select "Collinsville Public Schools."

· Select "Save."

· If you would like to view information for Collinsville Public Schools or another school site, follow these directions: From the home screen, select the "School House" icon in the top right-hand corner. Each site has specific information for their students. If you are looking for district information, choose "Collinsville Public Schools."

· If you downloaded the app prior to August, ensure you update it in settings.

IT'S GOOD TO BE A CARDINAL!

Collinsville Public School - "Return to Learn" FAQs

- **What is Virtual Learning?**

A Virtual Learning Program means the student takes all of his/her courses in a virtual setting away from the school. Edgenuity Coursework is used for instruction. Tutoring, assistance and assessments will be given at an agreed upon location, but no classes require regular physical attendance. The Virtual Learning option is a minimum of a one semester commitment. Students have 15 calendar days at the beginning of each semester to exit the virtual learning program. After that time, it is difficult for a student to transition with success to the traditional classroom. Virtual learning is offered only for 6th-12th grades. *Each family must complete online registration in Registration Gateway. An application, intake process and eligibility is completed and finalized for virtual learning.* Please Click HERE for details **for the virtual application.**

- **Do I have to live in the district to apply for a learning pathway?**

 Yes.

- **Do I have to declare which learning pathway I want my child(ren) to participate in?**

Each family must complete online registration in Registration Gateway. Each enrolled student will participate in traditional-distance learning unless the application, intake process and eligibility is completed and finalized virtual learning. Please Click HERE for details for the virtual application.

- **What is Blended Learning?**

A Blended Learning Program "blends" traditional classes with virtual classes offered. A "Blended Learner" is enrolled in both traditional and virtual courses. Traditional coursework is directed by a Collinsville instructor. Virtual coursework is through Edgenuity. The student will work on his/her virtual courses at home. At least one course is taken at school in a traditional classroom to be eligible for extracurricular activities. The Blended Learning option is a minimum of a one semester commitment. Transportation is only provided at regular route times. Transportation throughout the school day will be the responsibility of the parent or student. This method is typically only feasible for students in the 6th thru 12th grades. Contact your building principal to determine if this is an appropriate method for your student.

- **Can students switch their learning pathway in the middle of the semester?**

We are requiring that students choose their path by July 31st by contacting either the Enrollment Office or their building administration. Students will have until Sept. 11th to make a change in their pathway. After that date, they must finish their path until the first semester is over. They will then have the ability to make a change for their 2nd semester.

FAQs

FAQs (cont.)

- **How do I enroll my student virtual learning?**

If interested in the virtual option, an application and intake process must be completed and finalized. Some students may not meet the requirements for the program. The appropriateness of these options for individuals will be determined through the application and intake process.

- **What is Edgenuity?**

Edgenuity is a content management system that provides an online/digital learning curriculum for students who wish to learn in a fulltime virtual classroom setting.

- **Would there be a fee for some courses in Edgenuity?**

No.

- **What transportation will be offered for students who choose the virtual or blended learning pathway?**

Transportation will only be offered during the regular a.m. and p.m. routes. Transportation throughout the school day will be the responsibility of the parent or student.

- **When will we use Distance Learning / Remote Education?**

Distance learning / Remote Education will be used when school is closed due to a RED level threat on the COVID-19 Alert System. We are also looking into using Distance Learning / Remote Education during inclement weather or other unforeseen circumstances...more information on these possibilities will be coming later.

- **Will all athletics, electives, and fine arts classes continue to be offered at all current levels and will there be any restrictions?**

Depending on the level of community spread, all athletics and activities will continue as planned with extra measures taken to ensure the safety of students and staff. Additional measures may be implemented as needed. If the district pivots to "Distance Learning" / "Remote Education", all activities will be suspended until further notice.

- **Will the school district calendar change for 2020-2021?**

It is our goal for the calendar dates to stay the same. No closures are planned. If a closure was required for health and safety of our students and staff, we would continue to provide instruction for students at home via "Distance Learning" (6th thru 12th grades) and "Remote Education" (PK thru 5th grades).

- **What determines the level of community spread?**

Collinsville will work with the Oklahoma State Department of Health, area County Health Departments (Tulsa, Rogers, and Washington), and the State Department of Education to determine these levels. We will use the Oklahoma State Department of Health's COVID-19 Alert System (https://coronavirus.health.ok.gov/covid-19-alert-system) as our current day-to-day determination source.

- **Where will the information come from regarding the number of cases for community spread?**

Collinsville will monitor the number of COVID cases in our community through the Oklahoma State Department of Health. Collinsville will follow any mandates set forth from the county, city or state.

- **Why will temperatures not be taken upon entering the school building?**

Entering the school building is not the first contact for many students. A student's first c contact may be at the bus stops, early morning activities, carpools, before school daycare, parking lots, etc. Temperatures can be an indicator of a variety of illnesses and is not necessarily the first indicator of COVID. Collinsville has always asked that students remain home if they have a temperature without medicine. We need our parents to partner with us in order to keep all children and staff safe by self-regulating symptoms and temperature checks.

- **If masks were in the "recommendation" phase, would there be times our student(s) would be "required" to wear a mask?**

Depending on the COVID-19 Alert System, schools may implement "Mask Zones" and "Mask Free Zones". There may be certain staff members who are considered in the vulnerable population. The teacher or school site may ask the students in a particular class to wear masks in an effort to allow that staff member the ability to come to work and teach as well as keep that staff member as safe as possible. Building Admin will designate these areas and, as a district, we will inform whether we are in a "recommendation" or "required" phase as soon as possible.

- **What is considered a 'highly populated' area where masks are recommended?**

Depending on the level of community spread, schools may implement "Mask Zones" and "Mask Free Zones". Highly populated areas in our school sites would be larger classrooms, gymnasiums, hallways/passing times, larger gatherings such as Commons Areas and cafeterias. Also, during drop off and pick-up times at our buildings.

FAQs (cont.)

FAQs (cont.)

- **What will be used for hand sanitizing?**

Collinsville will have hand sanitizer stations at main entries, hand sanitizer in classrooms, hand sanitizer on school busses and wipes as an alternative for those who are not able to use hand sanitizer.

Will parents be notified if anyone in the school has tested positive for COVID-19?

No. However, parents will be notified if their child has possibly been in direct physical contact or close contact with someone who has tested positive for COVID-19. We will use the CDC guidelines for these procedures. It is our priority to both respect health information confidentiality laws while quickly notifying parents about possible contact.

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 what next steps should be taken.

- **How can I help the school as a parent?**

- Donations of hand sanitizer, disinfectant wipes, masks, no touch thermometers, and additional school supplies would be helpful at each site.
- Taking your child's temperature on a daily basis prior to them leaving the house.
- Keeping students' home if they exhibit any symptoms of any illness.
- Keeping students quarantined for 14 days if they have had any exposure to someone who has tested positive for COVID.
- Preparing your home and child with supplies and devices for Distance Learning / Remote Education if possible and feasible.
- Letting your child's teacher or school know if you need assistance with internet access, devices, or meals.
- Having masks or other appropriate face coverings available for students to have at school if needed.
- Have your child "practice" wearing a mask and find one that is easiest to wear and fits well.
- Openly communicating any concerns directly with your child's teacher or school site.
- Working with the school site as they change visitor protocols and the check in/check out processes as warranted.
- Assisting with COVID tracing through the various local and state Health Departments.
- For more information, visit the following website: https://www.cdc.gov/coronavirus

Please Note: The "Return to Learn" Plan and the FAQs will be updated as more or new information becomes available.

Board Approved
7/23/2020