

## Poteau District 2020-2021 Reopening Guidelines

### Student and Staff Well Being

#### PROCEDURES:

- Communicate plan to the public by July 14, 2020.
- Parents will be required to check their students' temperatures and symptoms before sending them to school using a checklist provided by the district. Parents may be asked to produce this checklist if contact tracing becomes necessary. Letters and checklists will be sent to parents. Attendance at school will confirm the student has answered "no" to all questions. Answering "yes" to any of the questions means the student should remain off-site.
- Teachers will be required to check their own temperature and symptoms before coming to school using the checklist in Google. This form will be reviewed if contact tracing becomes necessary.
- Students or staff with a temperature of 100.4 or above must stay home.
- Masks will be required on the school bus and while in the hallways. Social distancing will be practiced to the extent possible. Teaching healthy habits will be part of the procedures all students are taught on a daily basis (washing hands frequently, sneezing in elbow etc.).
- Temperatures of all bus riders will be checked by school staff before loading buses. If they have a temperature of 100.4 or above, then a van will be called to pick them up if the student's guardian is not home. The van will drop them off at the telemedicine room at the site they attend for their parents to be called.
- Students' temperatures will be checked upon arrival at school. If they have a temperature at or above 100.4 degrees they will be sent to the telemedicine room or another designated area away from other students, to wait until their parents arrive.
- Students or staff who have been sent home due to having a temperature of 100.4 or above will be documented in a Google form for necessary staff to communicate with health officials.
- Students or staff who have been sent home or who stayed home due to fever must remain out of school for 10 days and until fever free for 3 days without the use of fever-reducing medication with doctor's note. During this time the student will become a distance learner according to district procedures. Daily off-site attendance will be taken through the digital platform as stated in the district's digital learning guidelines.
- **District digital learning guidelines with regard to attendance: Students will be counted present, as outlined in the Districts attendance policy, during distance learning and will receive grades on the work assigned. Work not completed will negatively impact the student's grades.**
- Proper handwashing techniques and other healthy habits will be demonstrated and videoed by the nurse to share with all students. Handwashing and the use of hand sanitizer will be reinforced daily by teachers as part of daily procedures. The use of break rooms/teacher lounges is discouraged or wear masks when in these common areas.

### **CONTACT TRACING:**

- A student or staff member who has tested positive for COVID -19 will be a part of contact tracing by the county health department. Such tracing will require the whereabouts of students in school to be communicated to the health department.
- Under advisement from the Leflore County Health Department, parents of other students and/or staff who have been in close contact with the student or staff who tested positive for COVID-19 will be contacted.

### **PROCEDURES WHEN A POSITIVE CASE OF COVID-19 OCCURS:**

- Consult with the Leflore County Health Department to begin contact tracing.
- Classrooms of positive tested students will be thoroughly sanitized (after a 24-hour period).
- In the case of students in 5th-12th grade who have been in multiple locations at one site, the entire site(s) could be closed for a quarantine period up to 14 days depending on exposure level. The District Superintendent will decide if the entire site needs to go to distance learning depending on the number of students and/or staff members affected.
- Leflore County Health Department will decide which students will have to be quarantined dependent on exposure level.
- The 10 days will start from the first day of symptoms unless the person does not have symptoms then it will be from the day the positive specimen was collected.
- Communicate to staff
- Communicate to applicable parents depending on classroom arrangement.
- Wait 24 hours, then sanitize the classroom and/ or site.
- Leflore County Health Department will decide which students will have to be quarantined and go to distance learning dependent on exposure level.
- Grab and Go meals will be provided to those students who have been placed in quarantine.
- Letters, texts, calls, or school messenger will be used to communicate that a positive COVID-19 case has been identified and will be sent to staff and parents of the site with the case. Documentation of daily attendance while in distance learning will be outlined in the district's digital learning guidelines.

### **PROCEDURES WHEN THERE IS A POSITVIE CASE IN HOUSEHOLD**

- The Leflore County Health Department guidelines will be followed.
- Once the positive person has completed 10 days of isolation they may return to school the following day.
- Household members will be asked to quarantine an additional 14 days for a total of 24 days prior to returning to school.

### **BLENDED LEARNING REQUIREMENTS FOR TEACHERS**

- Teachers/administration will examine the classroom area to maximize spacing of student desks/tables with one-direction seating and as much social distance as possible between students.
- Seating charts for each class will be created and kept up to date.
- Teachers will be expected to revert to distance learning as designed by their district when quarantine is required.

- While in distance learning, teachers will need to be available to students and parents via phone or email during normal school hours. Teachers may also set aside at least one hour daily as “office hours” where students or parents are able to call them with any questions or concerns.
- Teachers are to have contact with students and parents on a regular basis during distance learning.
- Distance Learning platforms are determined by the district and will include the following:
  - Learning Management System: Clever
    - Clever is a single sign on (SSO) that uses a single username and password to access learning with programs from their school district and teachers.
    - When your student is at school, Clever is the portal they use every day. Any program the student is working on can be accessed through Clever.
  - Content Management System: Exact Path
    - Exact Path is an online learning program that utilizes adaptive diagnostic assessments paired with individualized learning paths to promote academic growth. This is an individualized program that is focused on understanding where students are academically and then taking that data a step further to provide just-in-time instruction aligned to meet their academic needs.

## **Environmental Planning and Programming**

### **POTEAU PRIMARY SCHOOL**

#### Environmental Planning and Programming

- Students’ temperatures will be taken before they enter the buildings each morning. Students will only enter through the front doors of the following buildings: Prek building, Kindergarten building, and Administration building.
- Visitors will only be allowed to enter the Administration building and will not be allowed to proceed past the office area.
- Only one class will pass in the hallways at a time during transition times.
- Alternate doors will be assigned to each class so that everyone isn’t using the same doors to exit and enter classroom buildings during transition times.
- One half of a grade level will eat lunch/play on the playground at a time. Students will sit with their classes but be spread out in the cafeteria and classes will have an assigned area to play on the playground with the other students from their class.
- Teachers will practice social distancing and good hygiene daily with students

### **Poteau Upper Elementary**

#### Environmental Planning and Programming

Only one class at a time in the hallway while taking restroom breaks.

- Students will walk/stand a distance apart while in line.
- All students arriving by car will enter through the cafeteria entrance doors.

- Students will have their temperature checked as they enter the building.
- Parents will not be allowed to enter with their child.
- Lunch times will be split: ½ will eat while the other ½ goes to the playground. While in the cafeteria eating, students will be spread apart using all of the cafeteria tables.
- While on the playground each class will play in an assigned area. Classes will not mix during recess.
- When transitioning to/from the cafeteria/playground students will walk single file on the right side of the hallway with distance between each child.
- Teachers will model/practice social distancing and proper hand washing methods with students on a regular basis.

### **Pansy Kidd Middle School**

#### Environmental Planning and Programming

- **Staggered Bell Transitions:**  
5th and 6th grade will follow the same bell schedule and transitions, but they are located in separate halls which will limit traffic flow.
- **Traffic Flow in Buildings:**  
Teachers will monitor hall traffic according to traveling position expectations and social distancing requirements. Signage in hallways will also assist in traffic flow.
- **Multiple Entrances/Reduce Congestion:**  
5th graders will enter and exit the building using the front doors of the building.  
6th graders will enter and exit the building using the doors at the end of the 6th grade hall (beside the breezeway). Bus riders will enter and exit the building through the gym and will enter/exit the building through the main building doors that connect to the cafeteria building breezeway.
- **Isolation Area/Nurse Office:**  
The telemedicine room will be located in the cafeteria building in the room that currently houses the custodian's break room.
- **Common Areas Safety Procedures:**  
Plexiglass will be installed in front of the front office desk.
- **Physical Spacing in Classrooms:**  
Every attempt to meet all requirements listed by the district will be followed as written.
- **Common Area Adjustments:**  
5th and 6th grade lunch periods will be split into two groups: Group A is lunch/recess and Group B is recess/lunch. Spacing/seating on the playground, elective classes, lab areas, pick-up lines and bus waiting areas will be as widely distributed as the location allows. Efforts will be made to limit the number of students in all classes as much as scheduling/staffing allows.
- **Minimize Sharing of Materials:**  
Every attempt to meet all requirements listed by the district will be followed as written.

## **Poteau 7/8th Grade Center**

### Environmental Planning and Programming

- Buses - Temperatures will be taken by assigned staff members, wearing a mask and gloves, at bus stops prior to boarding. High temperatures recorded, verified, and reported.
- 7/8th Grade Center entrance for students dropped off and those who walk. - Temperatures will be taken at the entrance to the cafeteria for walkers and through the open car window by assigned staff members, wearing masks and gloves. High temperatures recorded, verified, and reported.
- In the classroom - Temperatures will be taken by teachers, wearing gloves and a mask, when a student exhibits symptoms listed or complains that they are not feeling well. High temperatures will be recorded, verified, and reported.
- Buses - Students will sit in assigned seats on the bus as assigned by a team member responsible for transportation. Assigned staff members will monitor and maintain seating assignments. Seat assignments will be made available to staff assigned to monitor.
- Cafeteria for breakfast - Students arriving on the bus will enter through the designated front door and will go down the hallway to the cafeteria where they will get a grab and go breakfast and report to their first hour class. Students who are dropped off or walk will enter through the cafeteria doors after their temperatures are taken to get a Grab and Go breakfast and report to their first hour class.
- Cafeteria for lunch - Students will sit in assigned seats in the cafeteria by class. Teachers will take their class to lunch. Cafeteria duty teacher will monitor seating. Seat assignments will be made available to staff assigned to monitor. Students will maintain prescribed distancing (6 feet) while waiting to be served lunch. Lunches will be split (7th A, 7th B, 8th A, 8th B) so that ½ of the students will be outside or in a classroom and ½ will be in the cafeteria (weather permitting).
- Classrooms - Students will be assigned seats in the classrooms as assigned and monitored by the teacher.
- Common passing areas - Students moving from floor to floor using the stairwells and also in the hallways will stay to the right of the stairwell and only one student will be on every other step at a time. Assigned staff will monitor passing areas. Stairwells will be marked with a centerline.
- Office - Any visitors who enter the office will have their temperature taken and recorded. Staff, students, and guests will maintain prescribed distancing (6 feet) while in the office area. Staff in the conference room and teachers' workroom will be limited to the number of staff who can safely maintain prescribed distancing. Assigned staff will monitor.

## **Poteau High School**

### Environmental Planning and Programming

- All students that are dropped off by the buses or parents will enter through the BLK front doors.
- We will have staff to take everyone's temperatures before entering the building. If a student has a temperature of 100.4 or higher, they will be directed to our telemedicine room which is located on the north side of the high school.

- The students that come in after 1st hr will have to enter through the front office doors and have their temperatures taken at that time. All other doors will be locked.

## **ALL SITES**

### **Isolation area/Nurse office if needed -**

- Each site will utilize telemedicine rooms for sick students until their parents can pick them up. The Intermediate school will send them to the high school telemed room and the Upper Elementary will send them to the telemed room at PPS.
- They will stay there until they can be picked up by a parent. (telehealth office/nurse's office/isolated classroom not being used/etc)

### **Common areas safety procedures-**

- Plexiglass will be installed in high flow areas such as offices to separate staff/students from others.
- Water fountains have been replaced with water stations that allow for water bottles to be filled. Traditional water fountains will be turned off.
- Each classroom will have sanitation wipes and each teacher will wipe down all desks after each class period.
- District will be replacing water faucets with no touch faucets. This will begin at Kindergarten and we will work our way through the sites as time and financing allows. PRE-K already has those faucets.

### **Physical spacing in classrooms -**

- Spread desks apart as far as possible.
- Limit things in the classroom/no soft surfaces like cloth chairs, pillows, etc./only use hard surfaces like wood or plastics that can be wiped down daily (bookshelves, tables)
- Have teachers remove personal things as we move and only bring what is necessary for class at this time.
- Utilize directional arrows for traffic flow.
- One directional seating.
- Seating charts and assigned seats are mandatory.

### **Common area adjustments -**

- Limit large gatherings (split lunches with in grades (½ eat/1/2 in classroom or on playground), playgrounds, PE, Band, Choir, lab areas, waiting areas for buses and parents)

### **Minimize sharing of materials -**

- Each student uses their own supplies/no sharing of materials or supplies.
- Spray or wipe down items between classes (horns, chairs, desks)

### **Visitors (Temp Check, Screening, etc.) -**

- Everyone must have temperature checked.
- Programs and assemblies will be made available virtually.
- Visitors will not be allowed on campus except to drop off or pick up a student or for meetings that have been requested by the school or parent.

### **Check HVAC - Proper ventilation, especially as buildings are restarted -**

- Regular maintenance of AC units
- Change filters more often
- Use HEPA Filters

### **Cleaning Protocols**

- Disinfect/clean frequently touched surfaces and objects within the school (door handles, water fountains, pencil sharpeners, desks, cafeteria tables)
- Disinfect/clean restrooms often (sink handles, stall doors, toilets, paper holders)
- Maintain hand sanitizer stations in the cafeteria and add more throughout the buildings
- Use foggers in the buildings on a routine basis.
- Order extra weekly cleaning supplies
- Teachers wipe down each desk after each class period.

### **Bus Transportation and Procedures**

- Staff will wear a mask during the route.
- It is required that students wear masks on the bus.
- Staff will check each kid's temp before getting on the bus.
- Crack the windows for air ventilation.
- Bus seats will be assigned and the roster will be on the bus.
- Kids that are at each stop will sit in the same section of the bus starting in the back.
- Para will assist with the supervision of the students.
- Spray/wipe down bus seats after each route.

### **Scheduling Adjustments**

- Blended learning will be utilized with built in virtual Days 2x's per month (every other Friday)
- "Virtual School only" will be an option for all parents.
- Multiple pathways to learning (we already do this through Career Tech, concurrent enrollment)

### **Professional Development**

- 5 PD days to be done up front
- Required computer PD trainings
- Exact Path
- Study Island
- Clever or Canvas training
- Parent training
- Virtual open house put on website along with enrollment information
- Site PLC's
- Engagement Opportunities for social studies, fine arts, world languages, physical education during "virtual" instruction

### **Wellness Education**

- Prevention posters
- Staff Training
- Student training
- Reminder of common preventive measures
- Health and wellness becomes part of procedures

### **Academic Remediation- July 2020-ongoing**

- Priority standards
- Pacing guides
- Gap analysis
- Assessment plan/Common assessments
- Curriculum Maps

### **Virtual Learning Planning**

- Learning management system - Clever
- Content management system- Exact Path
- Built-in virtual learning days (16 Fridays for the 20-21 school year)
- Poteau's "virtual only" program is called Pirate Connect.
- Parents can choose "virtual only" upon enrollment. Any student choosing to participate in "virtual learning only" will do so by semester. They must complete the semester virtually but will have an option to return to the regular blended learning environment at the school site at semester.
- All students choosing "virtual only" will be contacted by a Pirate Connect staff member and the parent and student must attend a mandatory meeting held in person or through Zoom.

### **Enrollment Adjustments**

- Online enrollment
- Physical enrollment at each site will be by appointment only.

### **Mental Health Social Emotional Learning (SEL)**

- Students and family's individual needs will be addressed individually.
- Individual or group counseling will be taking place in school and/or virtually
- Some counseling can be done with students during "Virtual Friday's"

### **Cafeteria**

- Grab and Go for breakfast- ALL SITES
- Classes will be scheduled to eat in the cafeteria at lunch in smaller groups and will practice social distancing.
- Depending on USDE/SDE waivers
  - Upon a classroom or site going to online learning due to COVID-19, the site will provide a Grab and Go breakfast and lunch for students not able to attend school. Parents would pick these up on the curb at each school site. More information and directions will be provided to parents and students if the classroom or site is closed.
  - Upon the entire district going to online learning due to COVID-19, the district will provide a Grab and Go breakfast and lunch for students not able to attend school. Parents would pick these up on the curb at each school site. If granted a waiver from the USDE/SDE meals would be taken to the bus stops or other



location accessible to the students. More information and directions will be provided to parents and students if the classroom or site is closed.

### **Communication Plan**

- School Messenger will be the main way the school will be communicating with parents.
- Each site will also keep the social media sites updated with the most current information.
- Administrators and teachers will also be in contact with parents on an individual basis as needed.

### **Technology**

- Teachers will be trained at the beginning of the year.
- Parents will have the opportunity to participate in parent training on August 11th and August 12th. Teachers will be in contact with the parents regarding the time they can attend.
- If technology issues occur during virtual learning, the parent will contact the teacher and the teacher will complete the Google form stating the issue. The technology staff will then fix the issue or contact the parent for more information.
- Connectivity issues in the community is a huge barrier for distance learning. The district will be providing internet access throughout the community to the extent possible. This will not reach every student or every neighborhood, but we are committed to providing as much internet access as financially feasible. If a student does not have internet access, the parent can let the teacher know and the district will work with the parent to seek a solution.

## **Covid-19 Protocol for Poteau Schools**

### **DAILY SCREENING**

1. Parents will be required to check their students' temperatures and symptoms before sending them to school using a checklist provided by the district. Parents may be asked to produce this checklist if contact tracing becomes necessary. Attendance at school will confirm the student has answered "no" to all questions. Answering "yes" to any of the questions means the student should remain off-site.
2. All students' temperatures will also be taken before getting on a bus or entering the school buildings. If the student has a fever of 100.4 or above the student will be sent home. If parents are not home, they will be notified to pick up their child at one of the 3 Poteau telehealth locations. Grades PreK-4 will use the telehealth room at Poteau Primary School, grades 5-6 will use the telehealth room at Pansy Kidd Middle School, and grades 7-12 will use the telehealth room at Poteau High School. If a student has fever of 100.4 or above at the bus stop, they will not be allowed on the bus. That student will be sent back home or taken separately to the designated telehealth room for parents to pick up.
3. Teachers will be required to check their own temperatures and symptoms before coming to school using the checklist in Google. This form will be reviewed if contact tracing becomes necessary.

### **AT SCHOOL PROCEDURES**

- **Isolation Room:** Designated telehealth rooms will serve as isolation rooms. Any student or staff member who exhibits a fever of 100.4 degrees will be instantly isolated in a telehealth or other designated room and immediately sent home. After being sent home, the student or staff member cannot return to school until one of the following criteria is met:
  - **Without COVID-19 testing**, the student or staff member must not be present at school for 10 days and until they have been fever free for 3 days without the use of fever-reducing medicine unless a doctor's note states another reason for the fever and symptoms (i.e. ear infection, allergies).

WE ARE ENCOURAGING STAFF AND STUDENTS TO TAKE ADVANTAGE OF OUR TELEHEALTH PROGRAM THAT ALLOWS THE STUDENT TO BE SEEN AT SCHOOL BY A DOCTOR VIA TELEMEDICINE. IF YOU CHOOSE TO PARTICIPATE PLEASE BE SURE TO RETURN THE TELEHEALTH FORMS IN THE ENROLLMENT PACKETS. BEFORE A STUDENT IS SEEN BY TELEHEALTH. THE NURSE OR DOCTOR WILL CONTACT THE PARENT BEFORE SEEING THE STUDENT AND THERE WILL BE A FOLLOW UP PHONE CALL WITH THE RESULTS. COVID-19 TESTING WILL NOT BE AVAILABLE AT SCHOOL AT THIS TIME.

- **After a negative COVID-19 test**, the student or staff member can return to school after having been fever free for 3 days without the use of fever-reducing medicine.
- The student will become a distance learner at home until he/she can return to school.
- The students will be counted as present if the student/parent follows the district's digital learning guidelines.
- The student will be entered into a Google form accessible only to necessary school personnel.

### **POSITIVE CASE- ELEMENTARY SCHOOL (PREK-4TH)**

1. Consult with the Leflore County Health Department to begin contact tracing.
2. Communicate to staff
3. Communicate to applicable parents depending on classroom arrangement.
4. Wait 24 hours, then sanitize the classroom and/ or site.
5. Leflore County Health Department will decide which students will have to be quarantined dependent on exposure level.
6. Positive classrooms may go into distance learning for up to 14 days if necessary depending on exposure level.
7. The 14 days will start from the first day of symptoms unless the person does not have symptoms then it will be from the first day the positive specimen was collected.
8. Grab and Go meals will be provided starting on Day 1 of distance learning.
9. Staff and parents will be notified about positive cases.

### **POSITIVE CASE- SECONDARY SCHOOL (5th-12th)**

1. Consult with the Leflore County Health Department to begin contact tracing.
2. Communicate to staff
3. Communicate to applicable parents depending on classroom arrangement.
4. Wait 24 hours, then sanitize the classroom and/ or site.

5. Leflore County Health Department will decide which students will have to be quarantined dependent on exposure level. The District Superintendent will decide if the entire site needs to go into distance learning depending on the number of students and/or staff affected.
6. The 14 days will start from the first day of symptoms unless the person does not have symptoms then it will be from the first day the positive specimen was collected.
7. Grab and Go meals will be provided starting on Day 1 of distance learning.
8. Staff and parents will be notified about positive cases.