

PARENT/STUDENT GUIDE

TIGER OPTIONS FOR PUBLIC SCHOOL 2020-21



FORT GIBSON MIDDLE SCHOOL

T.O.P.S. 2020-21

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PURPOSE

The purpose of this plan is to provide expectations and guidance to families for the 2020-21 school year. This plan may be modified as necessary. This document will be updated if modifications are made to the plan.

ACADEMIC OPTIONS

1 - TRADITIONAL/TEMPORARY VIRTUAL

- In this option, students will be served in a traditional physical learning environment with enhanced safety procedures.
- Students will have the option to participate in temporary distance learning if they become ill or if a parent/guardian requests distance learning due to a temporary health concern. (Temporary distance learning will be limited - typically no more than 3 weeks.)
- All assignments and instruction will be provided through Google Classroom.
- The curriculum in this platform will be teacher driven and will remain consistent in both the traditional and temporary virtual settings.
- Grading and assignments will be consistent in both the traditional and temporary virtual platforms.

BUILDING PROCEDURES

- In order to limit student interaction, students should not be on campus before 7:30. Busses will start dropping off at 7:30 and students will be allowed in the cafeteria and building at 7:30.
- In order to allow more open air time for students during lunch the courtyard area around the cafeteria will be closed to vehicular traffic each day from approximately 10AM to 12:30PM. If visiting campus during this time please park in front of the Administration Building and then check-in at the MS Office. You may call the office at (918) 478-2471 if you need assistance.
- Temperature checks will be done on all students each morning.
 - 6th grade students will enter the building using the doors between Mrs. Wilkie's & Mrs. White's rooms and then report directly to their 1st period class.
 - 7th grade students will enter the building using the MS main entry doors and then report directly to their 1st period class.
 - 8th grade students will enter the building using the doors between Mrs. Phillips's and Mr. Hogan's room on the East side of the building and report directly to their 1st period class. Eighth grade athletes and Ag students will report directly to those classes first period and their temperature checks will be done at those locations.
 - Students who are tardy or check-in after school has begun will be checked at the front door before they are allowed in the building.
- Students will be kept within their grade level cohort as much as possible. Bell schedules will be staggered by grade level - 6th, 7th, 8th grades to minimize the number of students in the hallway and limit student interaction to students within the students grade level.



ACADEMIC OPTIONS - continued

- In order to keep students separated into their grade level cohorts we will have staggered times to start school and release at the end of the day.
 - **8th grade** will **START at 7:45** and **RELEASE at 2:35.**
 - **7th grade** will **START at 7:50** and **RELEASE at 2:40.**
 - **6th grade** will **START at 7:55** and **RELEASE at 2:45.**
- Lockers will not be used to limit students gathering in the hallways during passing periods. (Students may request a locker if they have items that need to be stored for the entire school day. Lockers assigned under these circumstances may only be accessed before and after school.)
- Students may bring their own water to consume during the school day. They will be allowed to have a clear water bottle in their bag and in the classroom. There will be a vending machine on campus with 2 sizes of water bottles available for students to purchase.

CLASSROOM PROCEDURES

- Students will be physically distanced to the greatest extent possible within the classroom by spacing desks as far apart as possible and leaving empty desks between students when possible.
- Students will sit facing the same direction in the classroom to the greatest extent possible.
- A seating chart will be kept and followed daily to allow for contact tracing if needed.
- Students will only be placed in close proximity to other students (pairs or small groups) for lessons/activities that specifically require group work and will be kept to a minimum.
- Desks will be cleaned with a sanitation wipe between each class.
- Classroom doors may be left open to promote quality air circulation based on best practice recommendations.
- MS staff will teach students proper hygiene methods to limit cross contamination during the school day in their advisory classes.

CAFETERIA PROCEDURES

- Students will be released to and from lunch staggered by grade level.
- Students will sit with their grade level in separate areas during lunch.
- Students will have an assigned seat during lunch.
- To the greatest extent possible, we will distance students during breakfast/lunch in both the main cafeteria and the student union.
- Students may be taken outside after they have finished with lunch to minimize the time students are confined to the cafeteria. Students will be taken to designated grade level areas.

LIBRARY PROCEDURES

- English teachers will have scheduled times for their students to visit the library.
- Students will only be allowed in the library during their English class. This allows for coordination with the librarian to limit the number of students in the library at one time.
- Sanitation procedures for books and other resources will be implemented by the MS librarian.

**ACADEMIC OPTIONS - continued****2 - FLEX LAB**

- The Flex Lab is a physical learning experience for those students who need both a physical learning environment and limited exposure to other students due to heightened health concerns.
- Parents are responsible for dropping off and picking up students attending the Flex Lab.
- Students in the Flex Lab will be seated at least 6 ft apart.
- Expectations are for students in the Flex Lab to have minimal interactions outside the school setting.
- Students will receive their instruction from the Edgenuity online learning system and will not physically transition to different classes during the school day.
- Students in the Flex Lab will **not**:
 - transition between classes
 - share the hallway during passing periods with other students
 - participate in extracurricular activities
 - eat in the cafeteria during lunch
 - *These measures will be in place in order to provide our Flex Lab students with the least amount of exposure as possible during the school day.*

3 - FULL-TIME VIRTUAL

- The full-time virtual option is available for students who chose not to attend the traditional physical learning environment.
- Students who choose the full-time virtual option will be placed in the Edgenuity online learning platform. In this program, students must meet grading and pacing requirements, which will be monitored by a member of the MS staff. *All students who choose this platform must remain in distance learning for the duration of that trimester.
- Full-time virtual students must have access to a device/Chromebook and internet connectivity. The school district can provide a chromebook and will assist in finding options to gain adequate connectivity.
- Students in this platform may participate in extracurricular activities (band, choir, sports, etc.).
- *Students in the full-time virtual option will be monitored by a Fort Gibson teacher, BUT THAT TEACHER WILL NOT BE PROVIDING INSTRUCTION. The Fort Gibson teacher assigned to the student will monitor the student's progress in each of their classes in Edgenuity on a regular basis and assist them with any issues that may arise in Edgenuity and/or with their technology.*

SPECIAL EDUCATION

- Individual plans and arrangements will be made to accommodate each child's unique needs and situation.
- A process to include a virtual contingency plan into your child's IEP is being developed. Your child's Special Education teacher will be reaching out to you to include what your child's services would look like if the need for a virtual setting arises. This will be a team process to ensure your child has a virtual plan that, if needed, will enable them to continue their education and services.



TEMPERATURE CHECKS

Temperature checks will be performed on each student before they enter the school building. Students who have a temperature of 100 degrees or higher will be sent to the office to have their temperature checked again in an isolated area. If the reading is confirmed, the student will remain in place and the parent/guardian will be notified immediately

HOME SCREENING



Screening for students and staff at Fort Gibson Public Schools

Staff and Parents: Follow self-screening checklist each morning before coming to FTG campuses:

- Do you have a fever of 100.0°F or higher? Yes/No
- Do you currently have any flu-like symptoms? yes/no
- Do you currently have a new cough or shortness of breath? yes/no
- Have you had a sudden loss of taste or smell? yes/no
- Have you had diarrhea or vomiting?
- Have you had close contact with a confirmed positive person with COVID 19 in the past 14 days (within 6 ft for more than 15 min)? yes/no

If you demonstrate any of the symptoms above and/ or if you have a fever, then please report your absence to school staff.



COMMUNICATION OF POSITIVE COVID-19 CASES

If/When we have a confirmed COVID-19 case in the building, we will send a message to any parent or guardian of a student who had known close contact with an individual who has COVID-19. The district will update the School District Website, send email, send text messages, or may use the Fort Gibson Public Schools Facebook page to update parents of all students. The Contact tracing will be done under the direction of the State Health Department.

MANAGING COVID-19 CASES AND PERSONAL PROTECTIVE EQUIPMENT

- The items herein are written under the guidance of medical professionals, who urge all policymakers and patrons to acknowledge that COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS-CoV-2 (Covid-19) transmission, but implementation of several coordinated interventions can greatly reduce that risk. This document is fluid and is not an exhaustive manual of our approach or policies regarding Covid-19. This is however a guide to answer questions posed in our community round table discussions and our community survey. Our mission is to implement as many mitigating practical measures within the confines of the school day and provide the best education possible.
- Management of Positive Covid-19 cases and management of suspected cases of Covid-19 will be orchestrated under the direction of the Health Department and maybe more, or less, restrictive based on data at the time. Health Department guidance may supersede the protocols listed below. These protocols are intended to be a guidance document to help answer questions that may arise and serve as a minimum criteria with the information available at this moment in time.

When a student tests positive for Covid-19

Students who test positive for Covid-19 will be sent home and may return when they meet the appropriate Oklahoma State Health Department (OSDH) criteria for release from isolation. The school district is committed to the protection of student rights, and the names of students who test positive will not be released. However, the school will make every effort to contact parents who have students that may have been in close contact with a student who has a confirmed case of COVID-19.

When a student is waiting on test results:

Students who test for COVID-19 must remain in isolation or quarantine until results from tests are obtained.



MANAGING COVID-19 CASES AND PERSONAL PROTECTIVE EQUIPMENT (continued)

Release From Isolation Guidance for COVID-19 Cases

For releasing symptomatic cases of COVID-19 from isolation, the Oklahoma State Department of Health (OSDH) and other local health departments in Oklahoma follow the Centers for Disease Control and Prevention's CDC guidance for release from isolation. The State Department of Health will determine the end of isolation and will provide documentation for when isolation is complete.

Department of Health Guidelines for discontinuation of isolation for Persons testing positive with COVID-19:

Symptomatic patients with COVID-19 should remain isolated until either:

- You can be around others after:
- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

Asymptomatic patients with COVID-19 should remain isolated until:

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illnesses.



MANAGING COVID-19 CASES AND PERSONAL PROTECTIVE EQUIPMENT (continued)

When a student has symptoms of Covid-19

The district is committed to managing known symptoms of Covid-19. Students with a fever of 100 degrees or higher will be sent home and are highly encouraged to get tested for Covid-19. Students with severe symptoms or more than one symptom of COVID-19 may return to school once they are fever-free for 24 hours with a negative covid test, a note is provided from a doctor with alternative diagnosis explaining symptoms, or ten days have lapsed since the onset of symptoms. Students with vomiting or diarrhea may return to school after 72 hours or with a note from a health care provider as long as no new symptoms develop.

People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to SARS-CoV-2. Symptoms can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- loss of taste or smell
- throat
- estion or runny nose
- ea or vomiting
- hea

If a student has any one of the following symptoms

- Fever above 100.0°F
- New Shortness of breath/ difficulty breathing
- New cough
- New loss of taste or smell

If a student has at least two of the following symptoms:

- Unexplained muscle pain
- Chills and or repeated shaking with chills
- New onset of severe headache
- Sore throat
- Unexplained nausea/ vomiting
- Diarrhea
- Abdominal pain

When a sibling, parent, or other person living in the household has Covid-19

Any student who resides in a household with an active, positive, case of Covid-19 will be asked to stay home for a period of 14 days after the last exposure to a person who tested positive for COVID-19. Plan templates will be available to families for utilization and attestation. Documentation that the 14 day quarantine period has lapsed.

MANAGING COVID-19 CASES AND PERSONAL PROTECTIVE EQUIPMENT (continued)

QUARANTINE

keeps someone who was in close contact with someone who has COVID-19 away from others.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

If you had close contact with a person who has COVID-19:



Stay home until 14 days after your last contact or as otherwise directed by local or state public health officials



Check your temperature twice a day and watch for symptoms of COVID-19



If possible, stay away from people who are at higher-risk for getting sick from COVID-19.

If you are sick and think or know you have COVID-19:

Stay home until:

- ▶ 24 hours with no fever
- ▶ Symptoms improved
- ▶ 10 days since symptoms first appeared or as otherwise directed by local or state public health officials.

If you tested positive for COVID-19 but do not have symptoms:

- ▶ Stay home until after 10 days have passed since your positive test or as otherwise directed by local or state public health officials.
- ▶ If you live with others, stay in a specific "sick room" or area and away from other people or animals, including pets. Use a separate bathroom, if available.

What to do if you are sick:

<https://coronavirus.health.ok.gov/what-do-if-you-are-sick>

State and county coronavirus statistics

<https://coronavirus.health.ok.gov/>

School District coronavirus statistics

www.fortgibsonschools.org

Locations where I can get tested for COVID-19

<https://coronavirus.health.ok.gov/testing-sites>

MANAGING COVID-19 CASES AND PERSONAL PROTECTIVE EQUIPMENT (continued)

Communication with Parents and Community

- It is vital that lines of communication remain open. If your child has tested positive or may have been exposed to Covid-19, please notify your school immediately, so we can all coordinate with the Health Department on action steps that need to ensue in an effort to maintain a safe environment.
- All communication with parents and the community will be delivered through Blackboard Connect messenger (email and text) and the district Facebook page. Parents should also connect to each site's Facebook pages. Direct communication with site principals and teachers through text and email will be used on a regular basis. Fort Gibson Schools is committed to strong communication and responsive action. You may also view our webpage to track the number of positive cases in the school district and our mask policies. If you need assistance and cannot reach your site, you may reach out to Scott Farmer, Superintendent, at s_farmer@fortgibsonigers.org or 918-315-0451.

STATE CALL CENTER



MANAGING COVID-19 CASES AND PERSONAL PROTECTIVE EQUIPMENT (continued)
Masks and Personal Protective Equipment

We are encouraging staff and students to wear masks on all campuses when social distancing is not an option. Fort Gibson Schools will provide washable masks for all school staff. **Students will need to have masks ready for use should the school, state, or other prevailing jurisdictions mandate utilization or should the Health Department's Covid-19 Alert System**

<https://coronavirus.health.ok.gov/covid-19-alert-system> indicate a **Moderate** or **High** threat.

Masks are always desired but will not be required unless there is an increased risk of community spread. One indicator of community spread that the district will utilize for monitoring is the Health Department Alert System. The Health Department indicator system will be a driver in determining our mask policy in the following way:



Mask rules apply to 3rd grade and up as well as staff.

Green: Masks strongly encouraged

Yellow: Masks mandatory in communal areas. Masks may be taken off in the classroom if appropriate social distancing is available based on class size. Determination on a class by class basis.

Orange: Masks mandatory throughout the buildings and can only be removed when eating/drinking and when social distancing is available at all times in the classroom. Students within 6 feet of each other need to be wearing a mask.

Red: Masks mandatory in communal areas and may not be removed in the classroom.

** ELC students will be encouraged to wear masks but **will not** be required to wear masks.

** Students who desire not to wear a mask may choose an alternate pathway to receive their education. Choosing an alternate pathway may be accomplished by visiting with the building principal.

Fort Gibson Schools will monitor the changing conditions of COVID-19 and our policy may change under the advisement of health officials. Although masks will likely not be required under the Alert System indicator of **Normal** and **Low**, CDC guidelines provide scientific reasons why wearing masks can help limit the spread of the virus. COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Studies and evidence on infection control report that these droplets usually travel around 6 feet (about two arms lengths). Wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies, and gas stations. Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings can be made from household items.

(CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>).



TRANSPORTATION

The following bus rider regulations are in addition to the regular district bus rider rules

1. Parents are responsible to check student(s) temperature each morning before boarding buses.
2. Masks are required to be worn while riding the bus (AM & PM).
3. All buses will be sanitized and wiped down daily.
4. Regular Bus Routes will be running as in the past.
5. Recommend alternate transportation, other than school bus, for students, if possible.
6. Social distancing will be practiced as much as possible.
7. Maximize the air flow of the bus by opening windows, if possible.
8. Masks will be required on buses until further notice.
9. Assigned seating may be implemented for all students.
10. No food or drink will be permitted on buses.
11. Same protocol for allowing a student to re-enter the learning environment after testing positive for **COVID-19** will be used for school transportation.
12. NO guest bus riders without written permission from a parent or guardian at least 2 days prior to boarding (emergency needs will be considered).

FINAL THOUGHTS

Bringing students, parents, and the community together is what public schools do best. Our success in responding to the 2020-2021 school year during COVID-19 conditions will require a community mindset and strong communication feedback between home and school. For any assistance with this plan, contact Scott Farmer, Superintendent, at s_farmer@fortgibson.org. We thank you in advance for your flexibility and understanding as we continue to partner in delivering a first-class education for our students.

AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION ("PHI")

Patient Name: _____

Medical Record #: _____

Date of Birth: _____

Social Security #: _____

I hereby authorize the **Oklahoma State Department of Health ("OSDH")** to release the following information to:

Name and Address of School

Information to be shared:

Medical information relating to a positive confirmation of the novel coronavirus (SARS-CoV-2 or COVID-19) in the minor patient named above.

The information may be disclosed for the following purpose(s) only:

To notify the school that the minor patient attends in order for the school and OSDH to take measures that prevent the further spread of the coronavirus.

I understand that by voluntarily signing this authorization:

- I authorize the use or disclosure of the PHI as described above for the purpose(s) listed.
- I have the right to withdraw permission for the release of my information. If I sign this authorization to use or disclose information, I can revoke this authorization at any time. The revocation must be made in writing to the person/organization disclosing the information and will not affect information that has already been used or disclosed.
- I have the right to receive a copy of this authorization.
- I understand that unless the purpose of this authorization is to determine payment of a claim for benefits, signing this authorization will not affect the eligibility for benefits, treatment, enrollment or payment of claims.
- The medical information may indicate that the minor patient has the novel coronavirus (SARS-CoV-2 or COVID-19), a communicable disease.
- I understand I may change this authorization at any time by writing to the person/organization disclosing the PHI.
- I understand I cannot restrict information that may have already been shared based on this authorization.
- Information used or disclosed pursuant to the authorization may be subject to re-disclosure by the recipient and no longer be protected by the Privacy Regulation.

Unless revoked or otherwise indicated, this authorization's automatic expiration date will be one year from the date of my signature or upon the occurrence of the following event: _____

Signature of Patient or Legal Representative

Date

Description of Legal Representative's Authority

Expiration date (if longer than one year from date of signature or no event is indicated)