

McCord Public School



2020 - 2021

Back to School Information

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Table of Contents

School Operations

- 2 CDC Guidance
- 4 Masks and Face Coverings
- 5 Transportation
- 5 Site Screenings
- 6 Child Nutrition
- 6 Classroom Procedures
- 7 Recess
- 7 Physical Education and Extracurricular Activities
- 7 Site Use by Outside Entities
- 7 Facility Cleaning and Sanitization

Wellness

- 8 Health Concerning Covid-19

Academics and Growth

- 9 Enrollment
- 9 Calendar
- 10 Reopening School Instruction
- 10 Traditional Option
- 11 Virtual Option
- 12 Remediation Plan
- 13 Training for Staff, Students, and Families
- 13 Response to Disease Levels
- 14 Technology Plan

According to the Center for Disease Control

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand-washing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this guide. Fortunately, there are a number of actions school staff can take to help lower the risk of exposure to and the spread of COVID-19 during school sessions and activities (Centers for Disease Control and Prevention [CDC], 2020).

One of the actions that can be taken to help lower the risk of exposure is the use of face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals should be repeatedly reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings (CDC, 2020).

Symptoms of COVID-19

People with COVID-19 have reported having a wide range of symptoms – from mild symptoms to severe illness. Children have similar symptoms to adults and generally experience mild illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all-inclusive. Other symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea (CDC, 2020).

Universal Precautions Recommended by the CDC

Hand Washing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

Physical Distancing

Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick.

Masks and Face Shields

Cover your mouth and nose with a cloth face cover or a plastic face shield when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a mask or shield when they have to go out in public, for example to the grocery store or to pick up other necessities. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. The cloth face cover or plastic shield is meant to protect other people in case you are infected.

Cover Coughs and Sneezes

If you are in a private setting and do not have your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

Clean AND disinfect frequently touched surfaces throughout the day.

School Operations

Masks and Face Coverings

- Masks will not be required on campus at this time, but are highly encouraged by staff and students.
- **All students will be provided a McCord neck gaiter and should have a mask or face covering available for use when necessary as part of their school supplies.**
- If mandated, the district has a supply of masks in case the student arrives at school without one.
- Students using cloth face coverings should be able to wash them in the evenings.
- We will be teaching students the proper use of masks and reinforcing the importance of washing masks. We ask that parents help us with this as it will take time for good habits to become natural.
- Masks and face covering are recommended for all students and staff members to help better mitigate COVID-19. McCord Public School will monitor the changing conditions of COVID-19, and our policy may change under the advice of health officials.
- **McCord Public School will monitor the changing conditions of COVID-19, and our policy concerning masks may change under the advice of the state department of education and state health officials.**

Although masks will not be required at this time, 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 arm 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 Guidance - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>)

Transportation:

1. Bus windows to be left open for airflow when weather permits.
2. Bus riders will have assigned seats.
3. Daily cleaning of buses will be mandatory after each route.
4. Only legal riders may be allowed on the bus. (Students residing 1.5 miles from the school or greater)
5. Guidelines may change as conditions warrant.
6. Drivers will wear masks and monitor temperatures.

Campus Screenings

Staff /Student:

1. Staff will self-screen when entering the school buildings.
2. Temperatures will be taken upon entrance. Buildings will have staff monitor entrance points and temperatures.
3. Face coverings will be available for staff.
4. Teachers will have thermometers available in their classrooms to monitor temperatures throughout the day.
5. Locations will be established to house students who may have symptoms or a temperature of 100.4 degrees or greater.

- a. If a student's temperature registers 100.4 the student will be placed in a designated area. Parents will be contacted.
 - b. Cleaning will occur upon the exit of the quarantined student/staff.
6. Parents will be notified if the student is symptomatic and schedule a pick-up time and location.

Visitors:

1. Visitors should immediately report to the school office when arriving at school. Visitors will be limited and by appointment only.
2. Visitors will be screened for temperatures and required to wear a face covering.
3. A list of questions will be posted and asked upon entrance at the office to assure visitors are asymptomatic.

Child Nutrition:

1. Breakfast/lunch procedures will adhere to social distancing if applicable.
2. All leftover food will be disposed of.
3. All desks and tables will be sanitized after each lunch period.
4. Lunch may be accessible for Virtual students. Details will be provided at a later date.

Classroom Procedures:

1. Procedures will be adopted in each building for classroom sanitization, including musical instruments and playground toys.
2. It is recommended that classroom design is created to establish social distancing as much as possible.
3. Classroom doors will be left open.
4. Procedures will be adopted at each building to limit the number of students present in the hallways.
5. Promote good hygiene practices and handwashing.
6. Sanitization stations will be located in each classroom.
7. We will limit sharing of supplies. Please provide individual supplies for your students.

--To limit classroom exposure, we will not have Meet the Teacher Night on August 27th, 2020

--We will continue the After-School Care Program as normal until 5:30 pm, but there will be no before school care and students should not arrive before 7:45 am.

Recess:

- Recess will occur for each grade. Social distancing will be monitored. Games involving touching will be limited.
- Playground equipment will be sanitized as needed.

Physical Education and Extracurricular Activities:

1. Guidelines for participation will be determined by the teacher and superintendent.
2. Sanitization of all equipment will be done on a daily basis.
3. Event guidelines will be determined by the current recommendations of the Health Department and CDC.

Site Use By Outside Entities / Visitor and Volunteer Protocols:

- If the situation warrants, facilities could be closed for outside use.
- Visitors will not be permitted for classroom parties or other activities unless approved by the superintendent and classroom teacher.

Facility Cleaning and Sanitization:

1. Each building will have a checklist and a timeline of completion for daily sanitization practices.
2. Sanitization stations will be set up at the entrance of each facility and in the common areas.
3. Necessary equipment will be provided at each facility for proper cleaning and student safety:
 - a. Touchless thermometers
 - b. CDC approved disinfectant
 - c. Hand sanitizer/disinfectant wipes
 - d. Drinking fountains will be covered, bottle fillers will be used and water will be allowed to students in their personal containers.
 - e. Plexiglass shields (if used)
 - f. Staff face coverings

Wellness

Health Concerning COVID-19

If a staff member or student tests positive:

1. If a staff member or student is confirmed as a positive case of COVID the site shall immediately inform the Superintendent. Administration will then notify all appropriate agencies. A designated member of the administration team will contact all known contacts of the patient via the most effective means of communication.
2. The building/classroom shall be deep cleaned.
3. McCord Public School, along with health officials, will determine if school closure is warranted and what additional measures the school must take to contain exposure.

Return to School Criteria:

1. If a child/staff exhibits symptoms with a fever of 100.4 or greater as determined by school staff:
 - a. Fever free for at least 72 hours without the use of fever-reducing medications; or
 - b. A medical release from a certified physician
2. If a child/staff is feverish with no symptoms:
 - a. Fever free for at least 24 hours without the use of fever-reducing medications
3. If a child/staff has a COVID diagnosis:
 - a. 10 days have passed since the date of the first positive COVID-19 diagnostic test; or a medical release from a certified physician
 - b. Symptom-free and wear a protective face covering for an additional 10 days.
4. A medical release from a certified physician trumps all other documentation.

Academics and Growth

Enrollment:

Students may enroll at any time after August 4th, 2020. Please contact the office prior to arrival.

Calendar

The revised school calendar is subject to change.

Because we are expecting possible multiple-day disruptions during the school year, **we are implementing three Non-Traditional Instructional Days** as a way to acclimate students, staff, and parents to virtual learning at home. These days will be September 24th, October 30th, and November 24th. Staff will report as usual and students will work virtually from home under the indirect supervision of teachers.

Non-traditional learning days will allow us to

- Limit exposure to the virus
- Practice virtual learning in case of an extended closure due to exposure
- Provide additional cleaning
- Provide additional time for teacher professional development

The revised school calendar will be published on our district website at:
www.mccordschool.net

Reopening School Instructional Choices

Our district is extremely grateful to have the opportunity to serve you and your children as their educational institution. We are excited to start back into a new school year, but first, we want to clarify what our district plans to do to support all students in a safe and healthy manner as they attain their education.

Our district is offering different pathways for educational services in the 2020-2021 school year.

1. Traditional School
2. Distance/Virtual Learning

Traditional School

Offered to students PK- 6th grades that will be on campus attending school at McCord Public School facilities. Students would attend as usual with the precautions to limit exposure to the COVID-19 virus. ***These precautions will be outlined in the next pages of this document.*** All students will be automatically enrolled in traditional school.

Those attending traditional school will be moved to Non-Traditional learning PK – 6th grades if the student is quarantined, becomes ill, running a fever, or school has a shutdown. Students will continue to be enrolled in their same classes with their same teachers. Students will follow the lesson plans of their teacher using alternate means determined by the teacher. Learning would take place off-campus, but students would have the opportunity to follow the due dates and timing of all students in their regular classes.

- This process will be different from the process at the end of school last year (4th Nine Weeks) as district grading and attendance policies will be followed and new instruction will be required. During nontraditional learning, attendance will be measured through student logins, communication with district educators, participation and completion of activities, assignments, and assessments.
- Nontraditional learning is intended as an option for those students who are quarantined, have CLOSE exposure to a person testing positive to COVID 19, and/or are ill themselves.

- Students can be in and out of traditional/nontraditional learning due to illness or exposure to COVID19, however, parents can **NOT** move students in and out of traditional/nontraditional learning for personal scheduling, because students want to stay home a few days or for vacations.

Non-Traditional Learning will be practiced this school year to prepare for such time as our district finds we must move to a distance learning platform due to district closures for COVID-19 or even other emergency days. Our district has determined it is vital to be ready and has students equipped to move into a distance learning environment that will be productive and meet their educational needs. Therefore this school year, students (2nd through 6th grades) will have either Chromebooks or devices checked out to them if needed. We will have practice at home distance/virtual learning days built into our school calendar. Students will also practice using online learning periodically for the months of September and October at school. The importance of students understanding how to learn online and how to access their teachers' lessons is paramount as predictions for school closures may or may not be long term but will happen as we wait for a solution for COVID-19.

Distance/Virtual Learning

Offered to students PK - 6th grades and would be off-campus using a content management system (CMS) (Edmentum, Study Island, IXL, or other) platform, a completely off campus program separate from the regular classroom. This will follow the classroom curriculum, be assigned and monitored by their classroom teacher. This option is available to students who need or wish to be at home due to COVID-19. These students would include students who are in the high-risk category or have close family members who are at high risk.

- Students will be placed in the program and will begin on September 1st.
- Students or parents interested in this option should set up an appointment to meet with the superintendent/teacher. At that time, they will enroll and complete a process which determines the right fit and curriculum program that will meet the needs of the student. Contact Les Potter or Verlee Wasson at 580-765-8806 or lpotter@mccordschool.net
- Pre-K, K, and 1st grade curriculum may be a combination of a series of packets, online instruction and a content management system. No device may be necessary at the teacher's discretion.

- Students need to provide their own device (or may be assigned a device 2nd-6th grade) and follow all McCord Public School policies.
- Distance/Virtual learning students need to have reliable home internet access.
- Once starting in the virtual school, students will need to remain until the end of the 9 weeks if they decide they would like to return to traditional school, this will not be possible until the end of the 9 weeks. Students in traditional school will not be permitted to enter virtual school after September 14th, 2020, until the beginning of the second semester where they would be permitted to enroll in December before winter break. The order of presentation of curriculum restricts the entering and exiting of virtual learning.
- **ONLY** students in the traditional school option will be allowed to participate in extracurricular/field trip/school assemblies /activities.

Traditional or Distance/Virtual School are McCord Public School's two choices for students to complete the 2020-2021 school year. Any parent, wanting their student or students to be a distance/virtual learning student, must contact the superintendent. To attend the first 9 weeks in the virtual school, **you must enroll before August 24th, 2020**. This allows time for virtual students to be given a schedule of classes, receive instruction on the process, and a chance to become acquainted with their learning format. The distance/virtual school classes will begin on September 1st, 2020, on the same calendar as the traditional school students.

Remediation Plan:

1. Assessments - to be completed by September 28th, 2020.
 - a. Star, Exact Path, Edmentum, Study Island
2. Remediation
 - a. Each teacher will develop a 4-week plan for reviewing core area standards missed during the closure.
 - b. Teachers will work to restructure pacing for the remainder of the school year. State standards will be a focus while designing the pacing.
 - c. Skill and intervention groups will be established based on the beginning of the year assessment. PK-6 will utilize Star, Study Island, and formative reading assessments, providing universal screening, progress monitoring and goal setting to move each student forward.

Training for Staff and Students:

1. Staff needs:
 - a. Training on Exact Path (PK-6) & Google Classroom (PK-6)
2. Student needs:
 - a. District-wide on-site student training:
 - i. Email
 - ii. SIS/Wengage
 - iii. Proper care and use of tech device
 - iv. Learning platforms

Response to Disease Levels:

Level 1: We anticipate opening at this level on September 1st and reassessing conditions daily.

- No positive cases of COVID-19 on campus
- School is fully open with COVID-19 well-being protocols in place.
- McCord will offer parents the option of in-person instruction or distance/virtual program.
- If distance/virtual option is chosen, that student will not participate in extracurricular activities.

McCord Public School Staff want to inform our parents and community that we believe strongly that the best choice and most academically effective choice for students is in a classroom setting with our teachers. This is especially true in the lower elementary grades as students are learning foundational skills.

However, we respect our families in their choices for their students. We understand and support families with students having compromised immune systems or living in homes with those in the high-risk categories of this disease.

Make no mistake, our Panther family will be here to serve our students no matter the setting choice. We desire to provide information to allow our parents to make informed decisions.

Level 2: The increased threat of COVID-19

- A nontraditional model will be implemented if the following occur:
 - The threat has increased due to confirmed or suspected cases on campus
 - McCord school officials determine that a reduced capacity of traditional learning days is needed beyond what is possible with increased community spread.
- Students previously in the traditional track will transition to a nontraditional model.
- Students previously on the virtual track will remain in the virtual model.
- The nontraditional model will be determined by the superintendent and school officials.

Level 3: Distance/Virtual learning for all students due to the increased threat of COVID-19 and/or mandated closure.

- 100% distance/virtual learning platform will be implemented if:
 - Health or government officials direct schools to close in order to mitigate COVID-19 transmission.
 - McCord school officials determine that closure is needed.

Technology Plan:

1. District-owned technology may be available
 - a. Devices may be provided to students in need.
2. Connectivity
 - a. Hot spots may be provided if available and connectivity is compromised off campus.
3. Instructional Technology
 - a. Edmentum Curriculum-Exact Path, Study Island, Renaissance-Accelerated Reader, Star, IXL