



TWIN HILLS PUBLIC SCHOOL
RETURN TO SCHOOL
2021-2022

Disclosure: This pamphlet contains policies and procedures recommended and/or required to assist our school's re-opening in the safest manner possible. Dealing with COVID-19 is a complicated and ever-changing challenge. Please understand that within these pages, we have designed the best plan for our students, staff and community, although one must keep in mind that our written plan may have to change as new information is known or as community spread changes.

Reopening School Delivery 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 2021-2022 school year.

- 1) Traditional School
- 2) Virtual Learning—**Administrative Approval** required through a personal meeting with each student's parents/guardians requesting full-time virtual learning to be scheduled by the parent/guardian.

Traditional School – Offered to students PK- 8th grades that will be on campus attending school at Twin Hills 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 following sections of this document.***

With the ever-changing aspect of the coronavirus pandemic, there could be a time in the school year where the whole campus could be placed in virtual learning for a short period of time due to the need to shut down should a serious outbreak on campus occur. Students will continue to be enrolled in their same classes with their same teachers. Students will follow the lesson plans of their teachers using Google Classroom. Learning would take place off campus, but students would follow the due dates and timing of all students in their regular classes.

- The administration will determine if a student is to be placed in virtual learning due to a positive COVID test, close exposure to an infected individual, or other special circumstances that may arise. There will be open communication with parents/guardians in any such situation. Two-way communication is the key as we move forward.
- Virtual 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.

- Parents can **NOT** move students in and out of virtual learning for personal scheduling, because students want to stay home a few days, or for vacations.

Virtual Learning(Full time) – Must have administrative approval that can only be obtained by a face to face meeting schedule by the parent. Offered to student’s PK - 8th grades and would be off campus using a completely online program separate from the regular classroom. This is a self-paced curriculum for students, and this option is available to students who need to be totally on-line due to COVID-19. These students would include students who are in the high-risk category or have close family members who are in a high-risk category.

- Full-time virtual learning is only available for individual students whose parent/guardian schedules **a in-person meeting with administration**, and it is determined during this meeting that full-time virtual is the best option.
****Transfer students that are wanting full-time virtual are encouraged to seek this option from there resident district.**
- Virtual students will be assigned a Chromebook or a Chrome Tablet with the appropriate programs already installed.
- Must have consistent internet service. Twin Hills School will not be supplying internet hotspots.
- Must maintain pace and assignments in all enrolled virtual subjects or be subject to removal at the semester.
- Virtual Students will not be allowed to participate in athletics.

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

Safe Return and Continuity of Services Plan

I. Protecting our School Community:

In an effort to keep the campus of Twin Hills School open for the School Year 2021-2022, the following guidelines and protocols will be followed. The district commits to being proactive in terms of safety and maintaining the health of all students, staff and patrons who visit the campus. This plan is subject to change and may be amended, added to, revised, edited, or changed in any way without notice and at any time.

All parents will be asked to ensure their children are free of all known Covid-19 Symptoms before sending them to school each day.

a. Symptoms include:

- i. Fever, greater than 100 degrees F.
- ii. Chills or repeated shaking with chills
- iii. Constant Cough
- iv. Shortness of breath or difficulty breathing
- v. Fatigue
- vi. Muscle or body aches
- vii. Persistent Headache
- viii. New loss of taste or smell
- ix. Sore throat
- x. Congestion or runny nose
- xi. Nausea or vomiting
- xii. Diarrhea
- xiii. Known close contact with a person who is lab confirmed to have Covid-19 if exposure to the active confirmed case occurred within the last 14 days.

II. Layered Mitigation Practices

- **Masks**
- **Modifying Facilities for physical distancing**
- **Handwashing and Respiratory Etiquette**
- **Cleaning and Maintaining Healthy Facilities**

Existing Law provides that anyone with a communicable disease is prohibited from attending a private or public school. It is the duty of the parent or guardian, and the school, to exclude such persons from school until the period of isolation or quarantine ordered for the case expires or until permission has been given by local health officers. See 63 O.S. § 1-507

1. **Masks will be optional for students this year**, but are highly recommended for students that have underlying issues and that have not been vaccinated.

2. Students who arrive at school with any of the known symptoms listed in number one above will be isolated at school until a parent or guardian arrives and then will be sent home for 14 days or until cleared by a medical doctor as being Covid-19 Negative.
 - a. A parent that notifies the school that their child has a known symptom as listed in number one above and informs the school they will keep their child home as an excused absence, will be allowed to send their child back to school once the symptom(s) are no longer present, except for in the case of a fever. Children who become feverish should remain home until fever free for 24 hours without the aid of fever reducing medicine.
 - b. A parent that contacts the school in regards to their child that is experiencing any of the known systems, but has a doctors' note that they are being treated for the cause of the symptom(s) and are not contagious, will be allowed to send their child to school.
3. The district will restrict all people traffic inside the school buildings to the greatest extent possible. Parents are encouraged to conduct all school business via phone, text or email. All visitors to the school will be required to remain in the school office or other designated area of the school away from student populations.
4. While on campus, parents and guardians agree to maintain social distance of six feet when possible.
5. Students will need to bring a clean, non-breakable water bottle to school each day. Drinking fountains will be closed and in their place will be water bottle fill stations.
6. Meet the Teacher night is being planned and more details on this will follow. Please look for updates on our website and Twin Hills School Facebook page as things may change frequently.
7. Parent / Teacher Conferences will be held in-person this year, but all parents will be asked to schedule a time to help reduce numbers on campus.

Prevention Guidelines and Protocols for Teachers:

1. Teachers will remove all furniture and items that are not easily sanitized from inside the classroom.
2. Teachers will remove all personal furniture and items that are not essential to the classroom, these items are to be taken home.
3. Teachers will remove all school furniture that is not essential to the classroom, these items are to be placed in long term storage on campus.
4. Teachers will position essential classroom furniture and items in a strategic manner, creating the most possible distance between student's desks. We will do our absolute best to social distance in the classroom. Some teachers may have to remove tables and go back to our traditional desks.
5. Teachers will teach all students good hygiene habits as recommended by the CDC.
6. Teachers will frequently sanitize all high traffic areas such as door handles, counters, small group tables and classroom items. All supplies will be provided.
7. Teachers will continually monitor student's health, and each classroom will be provided an infrared handsfree thermometer. They will notify school nurse if a student begins to display any known symptoms of the Covid-19 virus.

8. Teachers will be provided PPE and will be asked to utilize it as they see fit.
9. All Professional Development will be done in practicing social distancing (in cafeteria or in smaller groups) or remotely to prevent possible large-scale transmission of the virus to school staff.
10. Meet the Teacher night is being planned and further details will follow. We will allow new students and parents to come by appointment to meet teachers and tour school during the three in-service days before school starts.
11. Teachers will conduct all regular parent/teacher conferences by scheduling appointments to limit the traffic.

Prevention Guidelines and Protocols for Administration:

1. The district will provide and maintain hand sanitizer stations in all buildings.
2. The district will regularly maintain and disinfect all high traffic areas such as halls, bathrooms, gym, cafeteria, etc. Each evening buildings will be disinfected with an electromagnetic sprayer.
3. The district will provide PPE for all staff that want to wear them. PPE will include: Masks and Shields.
4. The district will provide infrared thermometers to help monitor student health.
5. The district will disinfect all buses after each route.
6. The district will ensure all bus routes are run with the windows down, creating as much air circulation as possible to help reduce any potential exposure.

Twin Hills Transportation

Buses:

- Buses are cleaned and sanitized daily.
- All buses are new and have air conditioning that will circulate the air.
- All students' temperatures should be taken at home before sending them to the bus. Any student with a temperature of 100 or higher should remain at home.
- Masks are optional on the bus.
- Assigned seating by family or household on the bus.
- Students will be seated as far apart as possible.
- Bus rules will be strictly enforced. The importance of not changing seats and not touching others is of extreme importance during this time.

Car Riders and Walkers:

- We will **continue the new** drop off and pick up line in front of the main building on the north side of the Twin Hills sign. Please observe new signage posted for drop off/pick up. There will be limited walk up this year.
- In an effort to reduce the exposure chances, visitors to the building are limited to emergencies or issues of extreme importance.
 - All meetings need to be arranged through the office.
 - No person goes to classrooms without principal approval.
 - Having lunch deliveries will not be permitted for staff or students

Procedures at School

- **First day of school-** There will be no morning recess all students report to their home room. *******School begins at 8:15am this year.*******
 - **Pre-Kindergarten, Kindergarten, and new students to Twin Hills parents *may, if absolutely necessary, walk their student to class. However, after the first day of school, adults will not be allowed to go to classrooms or be in hallways unless there are special circumstances.***
- Breakfast will be split with PK-4th going to breakfast at 8:15am. The 5th-8th students will go to breakfast at 9:05am.
- All classrooms are cleaned daily.
 - Teachers will have a procedure to clean desks and tables.
- Lunch time will be modified to accommodate distancing as much as possible.
 - There will not be outside visitors allowed in the cafeterias in the initial re-opening stage.
 - Lunch deliveries will not be allowed. This is to reduce the exposure of our office staff, teachers, and students.
 - Tables will be sanitized between lunch groups.
- Computer, PE, and Library access will all be back to regular schedule.
- All teachers will start the year providing instruction to students in the following areas:
 - COVID-19 – how viruses are spread / what we can do to prevent spread
 - Handwashing procedures / Hand sanitizer use
 - Not sharing materials / Not touching face
 - Respiratory Etiquette
- Recess will be unrestricted at this time.
- Release time at the end of school (*Please understand; we realize that it is hard waiting in line for your children, but the safe release of students is our #1 priority*) **Please do not arrive before your youngest child's designated pick up time.**
 - PK,K,&1st Drive through pick-up time 3:00-3:10
 - 2nd-4th Drive through pick-up time 3:10-3:20

- 5th-8th Drive through pick-up time 3:20-

Contact Tracing in Combination with Isolation & Quarantine

Upon receiving confirmation of a positive COVID case, contact tracing will be conducted immediately by an administrator or the school nurse by using interviews, camera system, or other appropriate means to produce the most accurate information. The investigating administrator will follow the most updated guidelines for Isolation & Quarantine.

Parents will be contacted immediately for students who have to isolate or quarantine as a result of contact tracing. The results of contact tracing efforts will be reported to the Okmulgee County Health Department via the state reporting application on Single Sign On.

Diagnostic & Screening Testing

Students will have their temperature checked by classroom teacher if observed or notified of a student “not feeling well.” If student has a temperature they will be immediately sent to the school nurse. Students who are feeling ill can also be referred to the nurse’s office without a temperature check.

Faculty/Staff will self-temperature check if feeling ill, but must notify the office immediately if there are any symptoms present or registering a temperature of 100+.

Parents and visitors will have limited access to inside the school but must have no signs or symptoms of illness and practice social distancing when on campus.

Twin Hills Nurse Rebecca Allen is certified to give COVID tests and we have supplies on hand for staff and students whose parents give consent should they request to be tested.

Efforts to Provide Vaccinations to School Communities

Twin Hills worked with local health officials as well as the Muscogee Creek Nation in the spring to provide the opportunity for every staff member who wanted to receive a vaccination, and every staff member that wanted the vaccine is fully vaccinated.

Twin Hills is a PK-8 school and will provide information to parents when options become available for our school aged children.

Appropriate Accommodations for Children with Disabilities

All children with disabilities attending Twin Hills School will receive appropriate accommodations in accordance with their Individualized Education Program (IEP) established by their IEP team while considering all Federal, State, Local, and District health and safety policies.

Coordination with State & Local Health Officials

Twin Hills School will work closely with the Okmulgee County Health Department in the case of a suspected or confirmed positive case of COVID and adhere to their recommendations for the student and/or district.

Twin Hills School will utilize all resources provided by State and Local Health Officials as guidelines for how we prevent, prepare, and respond to COVID.