

Keystone Public Schools Return to School Guidelines for Families

Protecting our School Community

The following guidelines are shared with our school community, including students, families, and staff, in an effort to mitigate the risk of transmission of COVID-19. Over the past several weeks there has been constantly evolving literature from the education, medical, and public health sectors. The goal has been to create carefully layered, flexible, and developmentally appropriate practices that will ensure the safest school environment possible.

The information presented in this document is shared so that we can begin school with a shared understanding of our responsibility in keeping our students and staff safe from COVID-19. We know we cannot eliminate the virus; but with wise choices, we can mitigate it. Reaching this goal will require all of us working together.

Layered Mitigation Practices

Daily Temperature Checks: Each morning, families are asked to take their children's temperatures, as a fever of 100 or greater may be an indication of an active case of COVID-19. If this is the case, you must keep your child home to monitor for additional symptoms (The Daily COVID-19 School Attendance Questionnaire is on page 8).

Response to additional symptoms: While many children will present with fever initially, many will not. Other symptoms that may develop initially include the following: chills, cough, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and diarrhea. Any of these are cause for keeping a child home from school (The Daily COVID-19 School Attendance Questionnaire is on page 8).

Hygiene: Handwashing is one of the best means of protection against infection. Students will be reminded to wash their hands often with soap and water for 20 seconds, especially after blowing their nose, coughing, or sneezing; going to the bathroom; and before eating. They will also have access to an alcohol-based hand sanitizer throughout the school building when hand-washing opportunities are not readily available.

Social Distancing: While it will be difficult to maintain distance between the students at school, plans will be put in place to provide for this precaution in the common areas of hallways, classrooms, the cafeteria, gyms, and buses. Seating charts will be used for classrooms, the cafeteria and on buses.

Face Coverings: Evidence continues to mount on the role and importance of face coverings in interrupting the spread of COVID-19. The latest indication is that the use of face coverings protects both the wearers and those with whom they come in contact.

Arrival and Dismissal

As students arrive at school in the morning, elementary students will have their temperature taken before they enter the cafeteria. Middle school students will line up outside the middle school building to have their temperature taken. Students will not be allowed to gather in large groups. Parents will not be escorting their children into the building. All parents will be asked to remain in their cars and drive through the drop-off line in the mornings. While awaiting afternoon pick up, car riders will spread out in the lobby sitting only with their class following social distancing guidelines. Parents will not be allowed to get out of their vehicle. **Parents, guardians and visitors will not be allowed in the school buildings at any time until further notice.**

Breakfast and Lunch

Students will wash hands prior to eating. Breakfast and lunch will be served in the cafeteria. Students will be seated in the cafeteria in a manner to allow for social distancing as much as possible. Students will sit with their class and have assigned seats. No guests or visitors will be allowed to have breakfast or lunch on-site as long as the threat of COVID-19 exposure is predominant in the community.

Supplies

Sharing of supplies such as crayons, markers, scissors, and pencils will not be allowed. Students will keep their individual supplies separated from those of others in individually labeled containers or cubbies. Any manipulatives needed for instructional purposes will be sanitized prior to use by another student.

Recess

A recess schedule will be developed that allows daily outdoor playtime for all students. The number of students in any one area of the playground will be limited.

Water Fountains and Restrooms

As school opens all water fountains will be disconnected. Students and staff are encouraged to bring filled water bottles or other non-breakable containers to school with them. Student restrooms will be cleaned and sanitized throughout the day.

Masks for Students

Face masks for students will be required anytime social distancing is difficult to accomplish. This includes while on the bus, when exiting a vehicle and entering the building (until temperature is taken) and during all transition times in hallways including bus and car lines. All students are asked to have a mask available at all times. To the extent possible, we will promote and reinforce the use of masks for all students. Masks will be provided by the school if needed. There will be times throughout the day that students may remove masks when social distancing is possible such as in the classroom, at breakfast, lunch and recess.

Masks for Teachers and Staff

All teachers and staff will be required to wear a mask. Face shields will also be provided to teachers and can be used in place of a mask as long as there is social distance from students in a classroom setting.

Transportation

Parents are strongly encouraged to bring students to school. Students will be required to wear a mask on the bus. Students riding the bus will be socially distanced to the extent possible. There will be assigned seats on the bus. Windows will be opened on the bus when possible to maximize fresh air flow. Buses will be regularly sanitized.

Office Procedures

Parents should conduct business with the office by phone. Parents, guardians and visitors will not be allowed to enter the school building at any time. Payments for lunch can be sent with students or you may contact the office at 918-363-8298 and drop off payment at the main office building doors. Students can also be checked in and out at the main office doors. Please ring the doorbell or call the office.

Parent/Teacher Conferences

Parent teacher conferences (see school calendar) will be done by phone or virtually through Google Meets. There will not be any in person parent meetings on campus until further notice. Parents may contact their student's teacher by phone, email or request a virtual meeting.

Chromebooks and Tablets

Chromebooks will be available for all students in grades 2nd through 8th. Tablets will be available for all students in grades Pre K 4 through 1st grade. These devices will be used at school on a daily basis. Keystone Public Schools will be using Google Classroom this year for onsite students as well as virtual students. Devices will not be taken home unless a student selects the Virtual Learning option. In the event of long term distance learning for all students, a device will be checked out to students for home use.

COVID-19 Symptoms at School

If a student displays any COVID-19 symptoms, he/she will be escorted by staff to an isolation room. Parents will be contacted immediately to pick up their child and seek a medical opinion.

Exposures, Diagnoses, & Return to School

In regard to exposures, diagnoses, and positive tests, the CDC recommends the following:

- Anyone who has had close contact with someone positive for COVID-19 should stay home for 14 days after exposure, based on the time it takes to develop the illness.
- Any child who tests positive or has COVID-19 symptoms may return to school after three days with no fever and diminished respiratory symptoms and ten days since symptoms first appeared. Two consecutive negative COVID-19 tests given 24 hours apart would also indicate that a child may return to school. The negative test results should be provided to the school if the child is home for fewer than ten days.
- A child who tested positive for COVID-19 but had no symptoms can return to school after 10 days have passed since the test. Two consecutive negative COVID-19 tests given 24 hours apart would also indicate the child can return to school. The negative test results should be provided to the school upon return.

For more information, please visit <https://www.cdc.gov/coronavirus>. Please be sure to contact the office at 918-363-8298 to report your child's absence.

How Will School Start?

Our number one priority is student and staff health and safety while also providing a safe and positive learning environment for all students. Keystone Public Schools understand the importance of in-person learning. Our goal is to start school in person as we would in any other school year. We realize there may come a time when we have to close a classroom, building, or the entire district down due to a rise in confirmed cases of COVID-19. If we find ourselves going to Distance Learning, we want to assure parents that our teachers and students are equipped with the resources and knowledge to conduct and participate in distance learning.

Learning Options

Keystone Public Schools will offer two learning options for the first semester.

Option 1: Students will attend in person, onsite and participate in all regular school day activities. There will be 2 school supply drop off days for students who attend in person. Parents/ Guardians may drop off school supplies by driving through the car line on Thursday, August 20 and Friday, August 21st from 9:00am to 2:00pm.

Option 2: Students will attend virtually from home (or location other than school) via Google Classroom/ Google Meets. Please see the Keystone Virtual Learning Program in the Quicklinks on our website at www.keystonerangers.org. If your student attends virtually, he/she may not participate in extracurricular activities. Virtual students may join class through Google Meets throughout the day. Assignments will be posted in Google Classroom and will be due weekly. Students may check out a device if needed. Device checkout will be the week before school starts.

Your student's classroom teacher will be contacting you in the next few weeks with back to school information.

Please be sure to complete the Student Learning Option Form posted in the Quicklinks section of our website at www.keystonerangers.org.

If you have any questions, please contact the office at 918-363-8298.

What if a Grade or the District Has to Shut Down Due to COVID-19?

Additional models of instruction have been developed and may be necessary in the event that we must close a single grade or the entire district due to a dramatic increase in cases of COVID-19. If any such cases arise, we will be ready to immediately implement distance learning for students utilizing Google Classroom/ Google Meets.

Distance Learning

In the event that students need to isolate/ quarantine at home, they will be able to work remotely through virtual learning. A tablet or Chromebook will be provided if needed. Distance learning replaces the traditional in person classroom onsite during a time of school closure. Students will access their work through Google Classroom and meet

with their teacher virtually on Google Meets. Students who select the in person on site learning option will practice this procedure at school so students and staff will be familiar with the procedure in the event that full time remote distance learning is necessary due to school closure related to COVID-19.

THE PLANS ABOVE ARE SUBJECT TO CHANGE AS NEW INFORMATION BECOMES AVAILABLE OR AS NEW SITUATIONS ARISE RELATED TO COVID-19.

Keystone Public Schools Daily COVID-19 School Attendance Questionnaire

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 or more?
2. Is your child experiencing?
 - A new loss of taste or smell
 - Nausea or vomiting
 - 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 stay awake
 - Bluish lips or face
5. Is your child currently COVID-19 positive?
6. 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 school office. Students remaining home as a result of COVID-19 concerns will not be penalized regarding absences, assignments, or tests. By sending your child to school, you are representing to the School District that the answer to each of these questions is “NO”.

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

