

ADDENDUM AUGUST 2021

# ***KEYSTONE 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, please keep your child home to monitor for additional symptoms. (Daily COVID-19 School Attendance Questionnaire attached)

**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. (Daily COVID-19 School Attendance Questionnaire attached)

**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.

## Universal & Correct Wearing of Masks

Masks are **optional** for all students.

CDC guidance and recommendations involving the universal & correct wearing of masks will be considered and encouraged at all times. Oklahoma law currently prohibits mandating the wearing of masks in school buildings unless the governor has issued a state of emergency.

Masks and/or face shields are optional for all faculty/staff members. Keystone School will provide cloth masks and face shields for all faculty/staff members who want them.

## Modifying Facilities to Allow for Physical Distancing

### **Breakfast/Lunch**

- Distance markers on the cafeteria floor for line.
- Students must return to their seats after dumping trays until dismissed
- Assigned seats by class for all students
- Staggered dismissal times for quick and efficient food distribution

### **Recess**

Spacing required

### **Bathroom Breaks**

- Markers placed for lines
- Hand Washing required

## **Classrooms/Activities**

Teachers will do their best to set up their classrooms to meet required, current CDC protocol concerning social distancing.

## **Handwashing & Respiratory Etiquette**

Hand washing procedures posted in all student bathrooms, PK, gym, fieldhouse bathrooms.

All students should wash their hands/use hand sanitizer a minimum of 4 times daily. Teachers are responsible for providing time within their schedules.

- Before breakfast (entering school)
- Before lunch
- After P.E.
- After recess

Respiratory etiquette will be taught & discussed frequently with all students. All students will be expected to cover their mouth and nose when coughing or sneezing.

## **Cleaning & Maintaining Healthy Facilities**

All high traffic areas will be sanitized often. This includes doorknobs, light switches, water fountains, and bottle filling stations.

All bathrooms will be cleaned no less than 2x per day.

Classrooms will be sanitized daily with a focus on tables, desks, & chairs.

We have purchased hydrogen peroxide based cleaner that will allow us to sanitize our building, classrooms, and cafeteria efficiently and effectively. Tables in the cafeteria will be sanitized after each meal and classrooms will be sanitized daily.

## Contact Tracing in Combination with Isolation & Quarantine

Upon receiving confirmation of a positive Covid case, contact tracing will be conducted immediately by an administrator utilizing interviews and our school camera system when possible.

Updated state guidelines for Isolation & Quarantine will be followed by the investigating administrator.

Parents will be contacted immediately for students who have to isolate or quarantine as a result of contact tracing. Furthermore, parents will be provided updated information available from the Health Department related to isolation/quarantine protocol & options.

The results of contact tracing efforts will be reported to the Tulsa County Health Department via the reporting application on the Oklahoma Single Sign On Program.

## Diagnostic & Screening Testing

### Students

- Temperature will be screened if observed “not feeling well”.
- Sent to office if persistent cough or any additional symptoms are observed

### Faculty/Staff

- If any symptoms are present, please notify admin as soon as possible to ensure that class is covered.

### Parents/Visitors

Access granted only if you are showing no signs or symptoms of illness.

## Efforts to Provide Vaccinations to School Communities

In conjunction with local health officials, all employees will have the opportunity to receive the vaccination and any subsequent booster shots on site.

As a PK-8 district, the majority of our student population is not currently eligible to receive the vaccination. For those that are eligible, the district will provide information to parents to inform them of their options for the vaccination.

## Appropriate Accommodations for Children with Disabilities

All children with disabilities attending Keystone Public Schools, regardless of which learning option they choose, will receive appropriate accommodations in accordance with their Individualized Education Program (IEP) established by their IEP team while considering all federal, state, local, & district health and safety policies.

## Coordination with State & Local Health Officials

In the case of any suspected or confirmed positive case, we will seek expertise from the Tulsa County Health Department and adhere to their recommendations for the district.

Resources distributed by State & Local Health Officials will be utilized as guidelines for how we prevent, prepare, and respond to Covid.

## 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.

## Transportation

Students riding the bus will be socially distanced to the extent possible. Students will be assigned a seat on the bus should contact tracing become an issue. Windows will be opened on the bus when possible to maximize fresh air flow.

## Office Procedures

Parents are encouraged to conduct business with the office by phone if possible. Please contact the office for log-in information to your account. Payments for breakfast and lunch can be made on-line at our website: [www.keystone.k12.ok.us](http://www.keystone.k12.ok.us)

## Chromebooks and Tablets

Chromebooks will be available for all students in Grades 2-8 and tablets will be available for all students in Pre-k-1. These devices will be used at school on a daily basis. Each student will be provided either a Chromebook or tablet in the event long term distance learning is required.

## 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:

- Any non-vaccinated person who has had close contact with someone positive for COVID-19 should stay home for 10 days after exposure, based on the time it takes to develop the illness. Or, after day 7 after receiving a negative test result (test must occur on day 5 or later)
- Any child who tests positive or has COVID-19 symptoms may return to school after three days with no fever and no 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.
- As always, be sure to call the school to report your child's absence.
- For more information, visit the following website:

<https://www.cdc.gov/coronavirus>

## 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 Keystone students. Keystone Public School understands 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 Remote Learning overnight, we want to assure parents that our teachers and students are equipped with the resources and knowledge to conduct and participate in remote instruction.

## 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, or if we are required to limit the number of students that can be in a building at the same time. If any such cases arise, we will be ready to immediately implement either a remote or hybrid model of instruction to provide seamless learning for students.

### Remote Learning

Students will be at home working remotely on their Chromebooks or Tablets. Remote learning is self-led with teachers checking in. Students work on lessons individually and submit their work through Google Classroom or through the on-line programs. With this model, teachers will be available to answer individual questions.

### Keystone Virtual Academy

The Keystone Public School Virtual Academy is a unique educational opportunity designed to serve families who require a full virtual option. Virtual academy students do not have the opportunity to participate in on-site extracurricular activities with their peers. Please see the Keystone Virtual Learning Program in the Quicklinks on our Website at [www.keystonerangers.org](http://www.keystonerangers.org).

Students will be enrolled as a Keystone Public School student. The curriculum will be provided by a classroom teacher. The skills order will be the same that is taught in a Keystone School classroom, therefore a student must stay on track to be allowed to continue in the program. The virtual schedule is set by the students and parents but has time frames that must be abided by to ensure the student is on track to finish in time.

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



**Keystone Public School**  
**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.

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

**By sending your child to school, you are representing to the School District that the answer to each of these questions is "NO".**

## KEYSTONE PUBLIC SCHOOLS

### CHROMEBOOK/TABLET POLICY, INSURANCE AND AGREEMENT

#### CHROMEBOOK/TABLET POLICY

##### GENERAL CHROMEBOOK/ TABLET CARE

- Do not keep food or drink near the device.
- Insert charging cords and usb devices carefully to avoid damage to the chromebook/ tablet.
- Do not write, draw, or apply stickers to the device. Chromebooks are district property and must be returned in the condition they were checked out.
- Do not place heavy objects on top of the chromebook/ tablet.
- Chromebooks/ tablets must be kept secure and protected when not in use.
- Always carry the chromebook/ tablet by the base, using two hands when in use.
- Do not remove any district labeling or tags or cases.
- Only clean the device with a soft dry cloth - do not use any liquids or solvents to clean the device.

##### APPROPRIATE USE

- During school students will have access to each teacher's class set of Chromebooks. Each student will use an assigned Chromebook daily. If the device is checked out for home use the student will charge the device at home and have it ready to use every day for every class period.
  - Use the chromebook and other district technology for academic purposes only during instructional time.
  - Use appropriate language and graphics, whether at home or school, when posting, publishing work, using the internet, or communicating in email.
  - Maintain confidentiality regarding usernames and passwords.
  - Obey copyright law in regard to use of other's intellectual property.
  - Report loss or damage of the device immediately to the school office. 918-363-8298.
  - Students will not remove identifying emblems or stickers placed on the device by the district.

- The device should only be used by the user who was assigned the device for school work, personal use is not allowed.
- Do not view, use or copy passwords, data, or networks to which they are not authorized.
- Do not reveal personal information (phone numbers, addresses, passwords, etc.) about themselves to others.
- Do not leave devices unsupervised or logged into the network.
- Do not harass, bully or threaten anyone.
- Do not use offensive language of any kind.
- Do not destroy or damage data, programs, networks, or any other system or component of a system owned or managed by the district.
- Do not attempt to override, bypass, or otherwise change the filtering software, google management, or other network configurations.
- Do not reset or wipe the device.

### **DISTRICT RESPONSIBILITIES**

- The district will use software that filters web access for inappropriate content, and monitors students for inappropriate incidences while at school.
- Any malfunction of the chromebook that is not the result of inappropriate use or negligence will be repaired at the district's expense.
- The district will have devices available that can be checked out to students while devices are being repaired/replaced.
- As the chromebook is an internet-based device, the school will provide internet access while on campus.

### **PARENT AND STUDENT RESPONSIBILITIES**

- If checked out the parents and students are responsible for care of the device, and for returning the chromebook in good working condition.
- Parents and students are responsible for replacing or repairing chromebooks damaged as a result of negligence or inappropriate use.
- If a device is checked out parents and students are responsible for providing their own internet access for the device if desired. Offline access will be enabled on the device if no internet is available.

**In accordance with District Goals aligned with the success of our students, Keystone Public Schools will have access to a chromebook/ tablet to each pre-k4 through 8<sup>th</sup> grade student in the district. Each chromebook/ tablet will remain the property of the school district, and is for use by the student until the end of the current school year.**

This Keystone School initiative will:

- Enhance teaching and learning by focusing on
  - Critical Thinking & Problem Solving
  - Communication
  - Collaboration
  - Creativity & Innovation
- Ensure equitable access to instructional technology
- Improve student success through the integration of technology. In order to benefit from the use of this device, and to ensure the device is used in a safe, efficient and ethical manner, all pre-k through 8<sup>th</sup> grade students and their parents are required to review and sign this document before receiving a Chromebook.
- I will ensure the safety of the Chromebook issued to me and prevent negligent damage to the device.
- I will not leave the device unattended or unsecure, so as to decrease the risk of theft.
- I will not attempt to repair the device or make unauthorized modifications to the device and I will likewise adhere to the Expectations for Appropriate Use designated by the district.
- I understand that the district is not responsible for any viruses that may be transferred to or from my personal data storage mediums, and agree to use my best effort to prevent damage to the device that would render it inoperable.
- I will report, as soon as possible, any damage or problems with the device to the teacher.
- If I deliberately damage, or through gross negligence, allow damage or theft of the Chromebook/ Tablet, I will be liable for replacement or repair and/or disciplinary action up to and including loss of computer use privileges.
- If a device is checked out
  - I understand that the district retains the right to obtain financial reimbursement from the borrower in the event of damage or loss to the Chromebook/ Tablet.
  - I agree to return the Chromebook/ Tablet, Charger, and accessories in good working condition at the end of the school year.

