

Ravia Public School

305 N. Mill St.
P.O. Box 299
Ravia, OK 73455

Phone: (580)371-2731

Fax: (580)371-9163

Barbara McDonald, Superintendent

SAFE RETURN AND CONTINUITY PLAN

BLENDED LEARNING:

- A. Beginning the year in a Traditional Classroom setting incorporating online instruction.
- B. Online Instruction- Consists of Study Island, Exact Path, Reading Eggs, ReadWorks, Renaissance (Star Math/Star Reading), Accelerated Math and Google Classroom.
- C. Parents will be given an at Home Screening Form Daily log that consists of a checklist of statements they can use as a reference to help decide if they want to send their child to school.
- D. Begin the year with every student using a school computer in the classroom, and if the school has another shut down the students will be able to continue on using the online curriculum from home.
- E. Teachers will be required to stay in contact with their virtual students through Zoom, email or text message. Assignments will be emailed to the students.
- F. Parents will also have the option to send their child to school or to receive their instruction virtually remaining at home.

- A. Ravia School will provide a distance learning device and internet access in the parking lot (if needed).
- B. All systems being used will be filtered and the students will have limited access to the sites.

GRADES:

- A. All work will be graded and work not completed will negatively impact the students grade.

SCHOOL ATTENDANCE:

- A. Ravia School will provide the computer and curriculum to the students that choose to stay home and take virtual classes.
- B. A record will be kept each time a student logs into their student account to do the required virtual assessment.

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- C. Virtual students that want to participate in extracurricular activities will be required to follow the OSSAA guidelines, which require students to attend P.E. class and meet all passing grade requirements.

PERSONAL PROTECTIVE EQUIPMENT:

- A. Employees and visitors will not be required to wear a mask or face shield but it is highly recommended.
- B. All students will be given a mask, and universal and correct wearing of masks will be recommended, but not required.
- C. All students are required to wear a mask while riding a school bus.
- D. Windows need to be open to maintain airflow whenever possible while riding the school bus.
- E. Temperature checks will be required before entering the building. Anyone who has a temperature above 100.4 degrees has to go home.
- F. Employees will be required to check their own temperature and symptoms before coming to school using the checklist provided. This form will be reviewed if contact tracing becomes necessary.

SOCIAL DISTANCING:

- A. If it is possible, everyone must stay three to six feet apart or wear a mask in tight quarters.
- B. No hugging, touching, or holding hands.
- C. Elementary students when in a single file line, must stay 6 feet apart.
- D. No congregating in the halls, cafeteria, etc.
- E. It is recommended parents drop their child off in front of the classroom building in the morning, and remain in their vehicle until their child is cleared to come into the building.
- F. Parents will remain outside and not come into the building at the end of the school day to pick up their child unless, they are picking them up early and need to check them out, or during an emergency.
- G. Limit the number of visitors in a building to 10 people.
- H. All visitors must check in with office staff upon arrival.

SANITARY MEASURES:

- A. Wash hands regularly for 20 seconds with soap and warm water.
- B. Use provided hand sanitizer.
- C. Buildings will be wiped down during the school day with sanitary wipes.
- D. Use gloves when cleaning the building.
- E. Spray each building with the sanitary sprayer no less than once a week.
- F. Buses will be cleaned once a week and sprayed at the end of the day.

SICK DAYS:

- A. Employees will get 14 days of free sick leave if they have tested positive for COVID-19 or have been put on a mandatory quarantine.
- B. Students will have an excused absence for any type of sickness or mandatory quarantine.
- C. Students or staff who have been home or stayed home due to fever must remain home out of school for 10 days or until fever free for three days without the use of fever reducing medications, unless a doctor's note states that the student has another reason for fever/symptoms (allergies, ear infections etc.). During this time, the student will become a distance learner according to district procedures. Daily off-site attendance will be taken through the digital platform as stated in the districts digital learning guidelines.

VIRTUAL LEARNING:

- A. 100% At home virtual school.
- B. A certified teacher will supervise remotely and provide utilizing various educational software. The software and curriculum will align with Oklahoma Academic Standards.
- C. Virtual learning is a minimum of one semester commitment. Once a student begins virtual learning, he/she will remain in virtual learning for the semester.
- D. We will provide a device for every K-8 student.
- E. Each student will be required to log on to their virtual learning plan every school day. This will look much different than last springs' distant learning. Rigor and requirements will be monitored much closer and expectations for students will be higher.

CLARIFICATION:

The distance learning days are going to be days to practice and implement a distance learning curriculum in case we have to go to a total or partial shutdown. We truly hope the COVID-19 cases improve and we can eliminate the distance learning curriculum. However, we feel a smooth transition to distance learning is imperative for a student or students having to quarantine. We want students to continue to learn and not have an abrupt interruption in their learning process.

We want to thank you in advance for your patience and understanding. This is new territory for all of us. We welcome any suggestions you might have, because it's important we work as a team to get through this challenging time.

****Note:** Distance learning is not the same as virtual learning. Virtual learning option will take place at home or a full semester distance learning will be put in place for students who are enrolled in the traditional model when needed.

RAVIA SCHOOL HAS PUT THIS PLAN TOGETHER WITH THE UPMOST CONCERN FOR THE SAFETY OF OUR STAFF AND STUDENTS. THE DETAILS IN THIS DOCUMENT ARE SUBJECT TO CHANGE AS DIRECTIVES FROM GOVERNING AUTHORITIES AND HEALTH OFFICIALS RESPOND TO NEW INFORMATION AND DEVELOPING ENVIRONMENTAL CONDITIONS.

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SAFETY PLAN FOR COVID-19

HOW TO POTENTIALLY AVOID CONTRACTING COVID-19

1. Receive vaccinations: (Coordination with state and local health departments, or school for instructions).
2. Practice social distancing.
3. Hand sanitizer is available any time throughout the school day.
4. Providing regular masks, gloves, N-95 mask and face shields to each teacher, administrator, volunteers and each student along with maintenance and cafeteria staff.
5. The school will be spray disinfected after each school day, with a COVID-19 resistant spray.
6. Between classes, all desks, door knobs, door facings, and anything touched will be wiped down with COVID-19 resistant wipes.
7. Buses will be sprayed each day with COVID-19 resistant spray.
8. Temperatures will be taken before boarding the bus every morning.
9. Temperatures will be recorded on a written record and kept in a safe and HIPPA compliant place.
10. Any student feeling sick during the day will require another temperature check and a list of questions consistent with COVID-19 screening. (see attached)
11. There will be an in-service that will cover COVID-19, as well as other safety and medical training and education. All subjects will be taught by specialists, in those areas. The subjects that will be covered are:
 - CONFIDENTIALITY
 - BULLYING
 - AUTISM
 - DIABETES IN SCHOOL
 - DRUGS AND ALCOHOL
 - DYSLEXIA
 - BLOOD BORN PATHOGENS
 - CPR
 - COMPUTER TRAINING
 - DEPRESSION
 - SUICIDE
 - DOMESTIC/CHILD ABUSE

- SOCIAL DISTANCING
- DISTANCE/ VIRTUAL LEARNING

ON-SITE SPECIALISTS FOR IN-SERVICE WILL BE:

- Johnston County Health Department
- Johnston County EMS Director
- Emergency Medical Services Instructor/Paramedic
- School Administrator
- Special Education Director
- Certified CPR instructor

COVID-19 QUESTIONNAIRE

1. Were you around anyone in the last two (2) weeks that was diagnosed with COVID-19?

2. Have you or your family traveled anywhere outside of Oklahoma in the past two (2) weeks?

3. Have you noticed a fever before now?

4. Do you have a cough or have difficulty breathing?

5. Do you have vomiting or diarrhea?

6. Do you have a headache?

7. Do you have body aches or flu like symptoms?

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COVID PROTOCOL AND RESPONSE

DAILY SCREENING

1. Students: If a parent sends their child to school, the parent is certifying that they have screened their child that day. School will also be checking students' temperatures daily, before boarding the school bus or at school before entering the building.
2. Staff: It is the staff member's responsibility to do the self-screening prior to coming to work. By coming to work the staff is certifying that he/she has self-screened that day and understands the school district will rely upon the staff members self-screening.

AT SCHOOL PROCEDURES

1. Isolation Room: Any student or staff member who exhibits a fever of 100-degrees will be instantly isolated in a predetermined isolation room and immediately sent home. After being sent home the student or staff member cannot return to school until one of the following criteria is met:
2. Without COVID-19 testing, the student or staff member must not be present at school for 10 days from symptom onset. But may return on the 11th day if symptoms have resolved.
3. After a negative COVID-19 test, the student or staff member can return to physical school after 3 days of being fever free with no fever reducing medications.
4. The student will become a distance learner at home until he/she can return to school.
5. The student will be counted as present because distance learning will be provided.
6. The student will be entered into a database accessible only to necessary school personnel.

POSITIVE CASE

1. Contact the County Health Department to assure the Health Department begins contact tracing.
2. Communicate to staff.

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DISTANCE LEARNING PROGRAM

The following is a description of Ravia School's Blended and Full Time Distant Learning Program (DLP) also known as Virtual School Days.

Students in our Distant Learning Program, who receive their instruction and curriculum from our chosen online platform, will be supported by a certified Oklahoma teacher.

DLP Types:

1. Full Time Distant Learning may be provided for all students of Ravia, grades Kindergarten to 8th grades that live inside the district boundary lines.
2. Part Time Distant Learning may be provided for all students of Ravia, grades K to 8th that are enrolled at Ravia.
3. Distant Learning days may be built in the school calendar or implemented to prevent instructional loss due to inclement weather or interruption to physical plant operations such as main water and gas line shutdowns, loss of power, flooding, etc.
4. In the event of a mandatory school closure, and if allowable by State Law and OSDE guidance, all students of Ravia School in all grades, may participate in Full Time Distance Learning until they are allowed to return to campus.

All Ravia students will be given access to Distant Learning resources and curriculum to boost support of their learning while at home.

In all program types the district will notify parents/guardians prior to the start of any unplanned Distant Learning Day or Days.

A. Mission Statement for the Ravia DLP:

Mission: To Creatively meet each students' unique needs and provide a successful Elementary Education Experience

B. Description including, but not limited to, the organizational structure of the Ravia DLP:

Program Summary: The DLP developed due to the evolving demands of our student population and societal changes. A variety of factors are leading to an increase in demand of creative schooling options for young people, primarily virtual options. Which is why the Kindergarten through 8th Grade Ravia Distant Learning Program is finding an innovative way to provide these opportunities to students, along with appropriate accommodations for children with disabilities with respect to health and safety policies, while at the same time maintaining a connection with peers, faculty, and our community.

Expectations: The success of students in the DLP will be determined by how well the student, parent, or guardian, and program teachers and administration are working together. Students and parents who desire full time virtual learning outside of mandatory closures, and planned and unplanned distant learning days, will be asked to apply to the program. And will be admitted based on identified criteria. The program administration must agree that this students' best opportunity for success would be in the this mostly virtual setting. Students will be required to maintain adequate progress each week on the online curriculum. The progress must be communicated by teachers in the program. It will be vital for parents to be available for the teacher so the two can work together for their student. Parents will also be expected to ensure student attendance at required meetings and or activities if the teacher requires. Resources Available to Students:

- Certified Teachers from the community that your family lives in.
- Ravia Campus for K-8th grade.
- Office hours for students located on and off school campus.
- Digital Learning Device and Hotspot (if needed).
- Access to campus for Lunch and Breakfast and Extra Curricular Opportunities. Students will be allowed to benefit from all the extracurriculars Ravia has to offer. Students exercising this option will be required to be in attendance on campus for those courses.

C. Description of the facility and Location of the Ravia DLP:

Daily Schedule/Office Hours: Monday-Thursday Ravia Administration: 8:00AM-4:00PM during normal school days.

D. Description of the grades served:

The Ravia DLP program developed due to the evolving demands of our student population. A variety of factors are leading to an increase in the demand of creative schooling options for young people, primarily virtual options. Which is why the Kindergarten through 8th Grade Ravia

DLP is finding an innovative way to provide these opportunities to students, while at the same time maintaining a connection with peers, faculty, and our community.

E. Outline of criteria and resources to measure the effectiveness of the program:

- I. OSDE Memorandum- "Issues with use of "Virtual School Days" by traditional public schools."
- II. CCOSA blended framework evaluation tools found in Appendices C, D, E, & F.

F. Unless otherwise authorized by law or regulation, the DLP will be aligned with state standards:

Example of Edmentum Alignment Document

A description of the instruction design of the program, including the type of learning environment, class size and structure, curriculum overview, and teaching methods; Student Eligibility and Requirements: Students who meet the following requirements are eligible to participate in the DLP:

- Enrolled in the Ravia Public School System.
- Read the student and parent handbook.
- Participate in all required state-level academic assessments (OSTP) in the same manner as the other regularly enrolled students within the district. Assessments will be taken at the school site at which the student is enrolled.
- Parents and students must successfully complete a virtual education orientation one-on-one.
- Have access to consistent, daily internet service.
- Care and maintenance of any property of Ravia Schools given to Students.
- Respond to school system communication in a timely manner.
- Have reliable transportation to and from required meetings on campus.
- Parents must be available for a teacher to contact throughout the day to stay up to date on students' progress.
- Parents must play an active role in holding students and teachers accountable to keep designated pace.

The following criteria is considered by the administration when enrolling students into DLP

- Teacher and administrator observation.
- Attendance problems due to family emergencies or extenuating circumstances that require students to be available.

- Attendance problems due to mental and physical health concerns, as indicated by a health professional.
- Social stressors/anxiety brought about by the traditional school setting that impact grades and/or attendance.
- Religious beliefs/convictions that the traditional school setting compromises.
- The Need for Credit Recovery.
- Inability to attend class during the school day.
- Ravia administration will review each student and their concerns based upon the previous criteria to determine if this would be the most successful placement for student

G. DLP Attendance Policies:

Students participating in the virtual education program will be considered as being in attendance if the students are meeting one of the following criteria.

1. Students are on pace to finish or have finished the allotted courses by the prescribed finish date.
2. Attendance is measured by blended class times, submission of assignments and communication with the teacher.
3. If a student has 2 consecutive days of inactivity, student and parent will be contacted by a program School Teacher or district administrator.
4. If a student has been directed to attend class and does not show, he/she will be counted as truant for the class period.
5. Students must reply within 24 hours of a teacher's email. If students do not communicate within a timely manner, parents will then be contacted.
6. We will then develop a plan with the student and parent to get the student back on track.
7. If failure to communicate continues, or the school is unable to contact parent to formulate a recovery plan, then the student will have to be considered truant

Extracurricular Eligibility Policy

- Students must be in attendance at their respective extracurricular each day on campus if they choose to participate.
- Students in athletics or extracurricular activities must meet predetermined weekly progress goals each week. If not, the first week, student is on probation, any consecutive week after, student is considered ineligible.
- In order to be considered present at school to participate in extracurricular competitions, students must be in attendance of their activity on campus and logged into the online platform for a total of 6 hours.
- Students are expected to follow the student handbook, school rules and expectations.

Students on Campus Procedure

- Students are expected to follow the student handbook, school rules and expectations when on campus, at the library or on field trips.
- When Students get on campus, they are to immediately report to the office to sign in.
- Students are expected to go directly to their designated location when on campus.
- Students must sign out when they leave campus.

Resources Available to Students

- Content specific face-to-face mentorship is available daily in the DLP program and when requested by students.
- Consistent communication with parent and student about student's progress.
- Be consistent in on-site resource time, teacher office hours, and school events.
- Ravia Certified Teachers are at your disposal to get content specific help when you need it.
- Computer and Wi-Fi (available when needed).
- Lunch/Breakfast are both available on campus.

H. The Plan for using internal and external assessments to measure and report student progress:

The following will be assessments utilized to monitor and report student progress.

1. Edmentum
2. Star Reading/Star Math, Renaissance
3. OSTP
4. Google Classroom

I. The student discipline policies for the DLP, including those for Special Education students.

DLP students are enrolled in Ravia School and thus are held to the same discipline code as the traditional students.

J. An organizational chart that clearly presents the organizational structure of the DLP, including lines of authority and reporting between the Board of Education, staff, any related bodies such as advisory bodies or parent and teacher councils, and any external organizations that will play a role in managing the school:

- Ravia Board of Education- primary role is to support and oversee actions and decisions of the DLP.
- Ravia Superintendent of Schools- primary role is to provide support and guidance for the creation, implementation, and evaluation of Ravia's DLP.
- DLP Principals- primary role is to directly support and equip the Teachers. They also hold a role of assisting students and their parents in their success in Ravia's DLP.
- Ravia DLP Teacher- primary role is to ensure the success of students in the program by providing direct, hands-on guidance for curriculum, instruction, and guidance.

K. Teacher Responsibilities

- **Daily Responsibilities**
 - Monitor progress of students on Edmentum digital learning platform.
 - Communicate to students and parents who are not progressing.
 - Answer emails and google hangouts from students/parents promptly.
 - Advocate to the community for the program.
- **Weekly Responsibilities**
 - Hold designated times for students behind in the curriculum.
 - Track and communicate eligibility for students enrolled in extra-curriculars.
 - Email weekly progress reports to parents and students.
 - Phone calls or Face to Face meetings with students and parents who are falling behind in the curriculum.
- **Monthly Responsibilities**
 - Monthly report of Attendance targeting at risk students.
 - Monthly report on Student progress and notice given for any student on adequately progressing.

L. PARENTAL AGREEMENT FOR VOLUNTARY DISTANT LEARNING:

This agreement must be signed before a student is allowed to participate in self-elected distant learning.

1. I accept the responsibility to supervise my child using the Ravia School Distance Learning Program (DLP) curriculum. I understand that I am the educational facilitator. I understand that I am expected to become knowledgeable about the curriculum and expectations of Ravia School.
2. I will communicate regularly and when necessary with the Ravia DLP teacher assigned to my child.
3. I agree if my child is ill or away from their schoolwork for an extended period of time, I will contact the Ravia DLP representative.
4. I understand that if my telephone number, address, or e-mail address changes, I will inform the Ravia DLP representative.
5. I understand that my child will participate in any assessments required by Ravia DLP including beginning, middle, and end of year benchmarking as well as required OSTP State Testing for 3rd-8th grade students. I understand these assessments must be taken on site at Ravia Schools and that I am responsible for transportation to and from the school.
6. I understand if my child does not meet attendance standards established by state law and outlined in the DLP guidelines, that my child may be withdrawn for truancy and may lose their ability to participate in the DLP.
7. I understand that my child is a part of Ravia Schools and is provided the same access and opportunities as any student traditionally enrolled at Ravia Schools.
8. I agree to return non-consumable items, devices, textbooks, and other materials when requested at the end of the school year, course completion, when my child withdraws, or if participation is denied. Materials must be turned in and in good condition. I am aware that I will be charged for damaged or lost items.
9. I understand that participation in the program requires that my child have regular, daily access to a device and an internet connection.
10. If my child moves outside of the Ravia DLP service area or enrolls in another public school, I understand that my child may no longer participate in the Ravia DLP. If this change occurs, I agree to inform the Ravia DLP representative.
11. I understand that Distant Learning is not typically the best educational opportunity for young children. Ravia Schools will provide the best experience possible, however, you are agreeing to take a much larger and more active role as your child's teacher.

I have read and accepted all terms in this agreement.

Parent/Guardian Signature: _____ Date: _____