

SENTINEL PUBLIC SCHOOLS

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Jason Goostree, Superintendent ~ Theron Graybill, High School Principal ~ Paula Combs, Elementary Principal

I'd like to start off by letting our parents and students know that many of our staff members have put in many hours of work, over the last three months, to come up with plans for the 2020-2021 school year that we feel like can strike the right balance of normalcy and safety for our students and staff. Most of us understand that during this upcoming school year, someone in our school community will become infected with COVID-19. This will most likely happen no matter how many protocols, procedures and precautions we implement. Our goal, while developing this plan, was to increase our awareness of better hygiene practices, implement safety precautions where they were feasible and practical and to continue to teach, engage and challenge our students each day. There were countless discussions put into every decision that was included in this plan. We had to make difficult choices and tried to take into account all possible scenarios, because we know that everyone's situation is different.

Our goal each day is to limit the amount of exposure between large groups of students. We believe it is not feasible or healthy to limit children to one classroom and one setting for an entire school day. However, we do feel like it is in everyone's best interest for large groups of kids from all grade levels to not have sustained close contact on a daily basis. That is why we will try to limit the amount of sustained close contact between our four pods of students. Each pod is a group of students larger than a single class but a group too large to feasibly isolate from each other all day long, each day. Our four pods are listed below.

Pod #1--Lower Elementary--Pre-K, Kindergarten, 1st grade and 2nd grade

Pod #2--Upper Elementary--3rd grade, 4th grade and 5th grade

Pod #3--Junior High--6th grade, 7th grade and 8th grade

Pod #4--High School--9th grade, 10th grade, 11th grade and 12th grade

1. Communication Plan:

District Wide--Schoolology, School Messenger, Sentinel Public Schools Facebook, Sentinel Leader, Sentinel Public Schools Website

Teachers to Parents--Schoolology, Remind Parent Groups

Teachers to Students--Schoolology, Remind Student Groups

2. COVID-19 Screening:

Parents will be asked to screen students before bringing them to school or putting them on the bus each morning. The screening process will consist of a few basic health questions and taking a temperature reading. The health questions to be answered will be provided to families. We believe this process can be done successfully each morning, only taking 15-30 seconds per student to complete.

All Sentinel staff will self screen each morning before coming to work. The screening process for staff will be the same as students.

All visitors will be screened upon entry to the building. The screening process will consist of a few basic health questions and taking a temperature reading. All visitors will be asked to stay inside the front doors of the building. Students will be brought to the visitor. Our goal is to limit the amount of nonessential visits and visitors on a daily basis so that we decrease the amount of exposure any of our students may have during the school day.

3. Criteria and Protocol for Students and COVID-19: (Subject to change with additional guidance from the Oklahoma State Department of Health)

- If a student develops a fever of 100 degrees or more, or develops symptoms of sickness, a parent will be contacted, the student will be brought to a designated isolation room in the McMurray Elementary building and the student should be picked up as soon as possible by the parent/guardian or designated person. Depending on the symptoms, it may be recommended that the student see a health professional.
 - The child would be required to stay home for **24 hours** after becoming fever and/or symptom free without the aid of medication or treatment, unless a doctor's note states otherwise and is provided to the school.
 - In cases where it is not feasible for the child to be picked up from school and the child would normally ride the bus, a school employee in a school suburban would take the child home after school is completed that day.

- If a student has **known, sustained close contact** with an individual that has tested positive for COVID-19, they shall stay home, self-monitor for symptoms and be tested, if deemed necessary by their parent/guardian. The individual may not return to the school until they have completed a 14-day quarantine. Students and/or parents should notify the school so that teachers can be notified of a student being placed on a temporary distance learning model. The school may be contacted by local health officials, if deemed necessary, for contact tracing purposes.
 - Any type of grade, pod, building or district transition to distance learning would be through recommendation from the Department of Health.

- If a student takes a COVID-19 test, administered by a health professional, and a positive test result comes back while the student is at school, the student will be brought to a designated isolation room in the McMurray Elementary building. Parents of that child will be contacted and the student should be picked up as soon as possible by the parent/guardian or designated person.
 - Contact tracing will occur to determine other possible students and/or staff that have been in close sustained contact, per CDC guidelines, so that these students and/or staff will be notified to immediately quarantine.
 - The local health department will be contacted by the school.
 - Areas of the school building where the individual spent more than 30 minutes will be closed. Areas will be disinfected in accordance with CDC and Oklahoma State Department of Health guidelines.
 - Any school closures would be through recommendation from the Department of Health.

4. Social Distancing and Gatherings:

Sentinel Public Schools will make its best efforts to reduce sustained close contact while students are at school. Social distancing at all times is not feasible during a school day no matter how many precautions are taken. Face masks or cloth coverings are not required but the school will provide one reusable cloth face mask to all students and staff at no cost. Other face masks that students wear must be furnished by the student. The following protocols will be in place each day that traditional in-person learning is taking place. Health officials do not recommend wearing masks for students and staff with asthma, severe allergies or other respiratory issues.

- **Before School:**

- Upon arrival or after eating breakfast, students in grades 6-12 will sit together as a class in the gym. Classes will be distanced from each other in the gym utilizing upper seats and visitor side seats. Students may not eat or drink any items in the gym. Areas must be left clean when students leave the gym for 1st hour.
- If arriving before 8:05, students in grades PK-5 will sit together as a class in the Auditorium. Classes will be distanced from each other utilizing as much of the auditorium seating as is needed. Students may not eat or drink any items in the auditorium. Areas must be left clean when students leave for the beginning of their school day. PK-5 students that arrive after 8:05 and do not wish to eat breakfast will go directly to their classroom.
- **Eating Breakfast:**
 - Breakfast will begin being served at 7:45.
 - Students will be grouped by grade and grade levels during breakfast. PK, KG, 1st and 2nd grade students will sit together according to their grade and these five grades will be eating in a designated area of the cafeteria.
 - 3rd, 4th and 5th grade students will sit together according to grade level and these three grades will be eating in a designated area of the cafeteria.
 - 6th, 7th and 8th grade students will sit together according to grade level and these three grade levels will be eating in a designated area of the gym lobby.
 - 9th, 10th, 11th and 12th grade students will sit together according to grade level and these four grade levels will be eating in a designated area of the gym lobby.
- **Eating Lunch:**
 - Students will be grouped by grade and will sit together to eat lunch. KG, 1st and 2nd grades will be in the cafeteria together with space between grades. 3rd, 4th and 5th grades will be in the cafeteria together with space between grades. 6th, 7th and 8th grades will be in the cafeteria together with space between grades. 9th, 10th, 11th and 12th grades will be in the cafeteria together with space between grades. All tables will be sanitized before and after a group eats at a lunch table so that it will be clean for the next group. The lunchroom tables may be rearranged if it allows for more distancing between groups. More tables may be added in the auditorium and gym lobbies to help with distancing and sanitation efforts.
 - HS students will still have open campus privileges for lunch. All students that leave campus for lunch must enter through the west high school doors when the 5th hour bell rings. No students will be allowed to enter the gym doors at lunch.
- **Assemblies:**
 - Large gatherings such as assemblies, pep rallies and class parties will be evaluated on a case by case basis. Factors involved with having a large gathering will include the current health situation at the school, the current health situation in the community, how many grades will be in attendance and if visitors will be allowed.

5. Sanitation and Health:

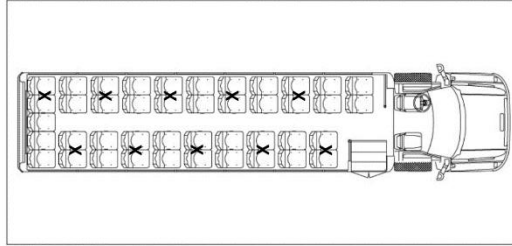
- Touchless sanitizing stations will be set up in different parts of the school so that students and staff may sanitize after touching high use areas, such as doorknobs and bathrooms. Good hygiene practices such as washing hands regularly and avoiding touching your face will be stressed to students and staff.
- Staff will be encouraged to be responsible for opening and closing doors to classrooms as much as possible.

- Water fountains will only be used in conjunction with water bottles or other containers that have a lid or cap. Students or staff will not be allowed to use their mouth to get water from fountains. Students and staff are encouraged to invest in a water bottle for school usage. Sanitizers will be available by water fountains so that students and staff may sanitize their hands before and after touching the water fountain bar or button.
- Cloth face masks or coverings may be worn, but not required, for students and staff at this time. Sentinel Public Schools will provide one free cloth, nonmedical, face mask to all staff and students. Other masks or coverings must be provided by the student or staff member. All masks and coverings must be school appropriate if there are graphics and/or logos on the mask or covering.
- Included with the complimentary mask will be one P2.5 filter. These filters are advisable to wear inside the mask for one week. Replacement filters can be purchased online and are the responsibility of the student or staff member if they so choose.
- The masks are washable and reusable. The filters are not washable and should only be used for one week, at most.
- For students that change classrooms, desks will be sanitized before leaving the classroom so that the next group of students will be sitting at a clean desk.
- Playground equipment will be sanitized using portable sprayers after each recess session.
- Bathroom high touch areas such as sink and toilet knobs will be cleaned once in morning and once in the afternoon. Students and staff are encouraged to use good hygiene practices and wash hands with water and soap for 20 seconds after using the bathroom.
- Gym and auditorium seats will be sanitized using portable sprayers after students leave in the morning and after lunch.
- Classrooms will be sanitized using our Clorox Total 360 System at the end of each day or before the next school day begins, depending on the cleaning schedule.
- Buses will be sanitized using portable sprayers after students arrive in the morning and when buses arrive back at school each afternoon.

6. Bus Riding:

- Families of bus riders will sit together. If there are too many family members for one seat, the remaining family members will sit in the seat directly across from each other.
- Students sitting in seats will be staggered diagonally throughout the bus in a pattern similar to the pattern illustrated in this picture, when possible.

- Tape “X’s” may be placed on the seats to mark appropriate seats for students to use.



- Bus drivers and riders may wear face masks or cloth coverings, but are not required to at this time.
- Bus drivers will drive routes with windows down, to increase fresh air flow, when it is allowable by the weather.

7. Bus Routes:

- Due to a shortage of bus drivers and bus overcrowding, there will only be three bus routes.
- Mrs. Carlson will pick up students in and around Rocky.
- Mr. Horton will pick up students in and around Retrop and Carter.
- Mrs. Lankford will pick up students north of Sentinel and around the Sentinel town area.
- Students must live at least 1.0 road miles from school to be eligible for a bus route. Any student that lives within 1.0 road miles from school will not be picked up or dropped off on a bus route.

8. Enrollment:

- Enrollment of students is encouraged to be done online. Our online enrollment site will be live on July 20. Parents may use your current username and password for our online gradebook to log in and complete the online enrollment. If you are a new student or do not remember your current login information to our online gradebook, please email Paula Combs at pcombs@sentinel.k12.ok.us to get your credentials for enrollment. If you are a new student, please have documents showing proof of residency to proceed with enrollment procedures. If you do not have internet access you may pick up enrollment forms inside the container hanging next to the dropbox, outside of the west doors to the high school. These hard copy enrollment forms can be placed in the dropbox when they are completed.
- The link for enrollment is:
<https://www.wengage.com/Sentinel/account/login?ReturnUrl=%2fSentinel>
or you can click the “Online Gradebook” link at www.sentinel.k12.ok.us
- Enrollment of students should be completed by August 3.
- There will not be a live enrollment night. Make sure that a parent cell phone number and email address are included in enrollment.

9. Learning and Academics:

- We believe that the best learning environment is for students to be at school with their peers and school staff. Our goal at Sentinel Public Schools is to have in-person, traditional school as many days as possible throughout the school year. However, we also understand that there may be interruptions during the school year. In an effort to better connect with our students and sustain learning in any situation, the following measures have been taken.
- We have adopted a Learning Management System so that parents, students and teachers can have one central location to access materials, assignments, grades, announcements and class information. We will be using Schoology and we are hopeful that parents will be able to use the same login information they currently use to access our online gradebook to log into their parent Schoology account.
 - All students in KG-12th grade will be provided a school-issued iPad. This will include a case, charging cable and charging block.
 - All Pre-K students will be provided a OneTab tablet. This will include a case and charging supplies.
 - All students in 3rd-12th grade will pay a \$40 non-refundable self insurance fee each school year. This money will be used to repair any iPads that meet the guidelines for repair in the user agreement.
 - KG-4th grade students will be issued the same iPad each year. 5th-8th grade students will be issued the same iPad each year. When a student enters 9th grade, for the iPad they are issued during high school, the student will have the option of owning that device when they graduate from Sentinel Public Schools, if they so choose.
 - iPads will be checked in to the school for the summer and reissued each fall.
 - iPads will be managed by the school through Jamf technology. Teachers, students and parents will have access to a Jamf app that will help monitor usage.
 - 3rd through 12th grade students are expected to have their iPad with them each school day and taken home with them each evening. Students are responsible for charging iPads each night so that they are ready for the next day.
 - Pre-K through 2nd grade student devices will stay at school unless it is determined that a class, group or school must transition to distance learning. In that situation, these devices will be available to be picked up from the front of the gym on the first day of distance learning from 7:45-8:15 am.
 - In the event of a short or long term suspension of at-school learning, students will immediately be expected to be able to communicate and learn through distance learning.
 - 3rd-12th grade students that have no internet access will be issued a hotspot. These will only be available to students that have no internet access or very poor internet speeds. There will be a limited number of hotspots available so they will be reserved for the students that need them the most.
 - Free filtered Wifi will be available for students to access outside of school buildings from 7am to 9pm each day.

10. Mental Health/Social Emotional Learning:

- Last year our staff began working and training in being trauma informed for our students.
- This year, we will be using Hope Rising curriculum in 1st through 8th grade classrooms.
- Next year, we expect this curriculum will be available and used in Kindergarten through 12th grade classrooms.
- We feel like this curriculum will be a great asset to our staff and your students.
- This curriculum is available in hard copy and through a digital format for convenience for our teachers and students.

11. Contingency Planning:

- For the 2020-21 school year we are planning for three possible scenarios. Below you will find the scenarios and the timelines for how programs will continue during these scenarios.

Scenario #1: Traditional In-Person School (TIPS)

This scenario will include all the information listed above in this document.

Scenario #2: Interrupted Distance Learning (IDL)

*This will occur if health officials recommend that certain students, classes, grades, pods, buildings or the district must go to a distance learning model approach for a 3-4 day period. Parents and students would be notified as soon as possible, through district-wide communication methods, that Interrupted Distance Learning (IDL) would begin on a specific date.

*In this scenario, 3rd through 12th grade students should already have iPads at home. Pre-K through 2nd grade student devices would be available to be picked up from 7:45-8:15 am from the front of the gym lobby. Distance learning can begin the first day of closing buildings.

*Meals can be picked up from the front of the gym lobby just as they were for the spring and summer of 2020. Breakfast and lunch would be served from 7:45-8:15 each day that distance learning is taking place. Meal pickup locations in Rocky, Retrop and Carter will be available from 8:00-8:30 each day that distance learning is taking place.

*Students would go through their normal school day schedule at normal hours.

*School facilities would be sanitized in accordance with health officials recommendations.

*Parents and students would be notified as soon as possible, through district-wide communication methods, the date for the reopening of school buildings and returning to Traditional In-Person School (TIPS).

- **Attendance will be recorded in accordance with the Sentinel Public School's policy during IDL. (Policy FDC-R1, page 3)**
- **Assignments and work will be due and graded in accordance with the Sentinel Public School's policy during IDL. (Policy FDC-R1, page 3)**

Scenario #3: Extended Distance Learning (EDL)

*This will occur if health officials recommend that certain students, classes, grades, pods, buildings or the district must go to a distance learning model approach for a 10-14 day period. Parents and students would be notified as soon as possible, through district-wide communication methods, that Extended Distance Learning (EDL) would begin on a specific date.

*In this scenario, 3rd through 12th grade students should already have iPads at home. Pre-K through 2nd grade student devices would be available to be picked up from 7:45-8:15 am from the front of the gym lobby. Distance learning can begin the first day of closing buildings.

*Meals can be picked up from the front of the gym lobby just as they were for the spring and summer of 2020. Breakfast and lunch would be served from 7:45-8:15 each day that distance learning is taking place. Meal pickup locations in Rocky, Retrop and Carter will be available from 8:00-8:30 each day that distance learning is taking place.

*Students would go through their normal school day at normal hours.

*School facilities would be sanitized in accordance with health officials recommendations.

*Parents and students would be notified as soon as possible, through district-wide communication methods, the date for the reopening of school buildings and returning to Traditional In-Person School (TIPS).

Attendance will be recorded in accordance with the Sentinel Public School's policy during EDL. (Policy FDC-R1, page 3)

- **Assignments and work will be due and graded in accordance with the Sentinel Public School's policy during EDL. (Policy FDC-R1, page 3)**

12. Miscellaneous Information:

- **Students will not be allowed to enter the school buildings until 7:45am each day. Students of Sentinel Public Schools' staff members may enter the building before 7:45 but must stay in their parent's office or classroom.**
- **Exterior doors will be locked at all times. All visitors must check in with Mrs. Carlson or Mrs. Casey at the west end of the high school building. After a visitor is buzzed into the building and has been screened by school personnel, they must wait by the doors unless they have been cleared to meet with a staff member. If they are cleared to meet with a staff member, the visitor must go directly to the staff member. We want to discourage nonessential visitors, when possible, to decrease possible exposure.**
- **All 6th-12th grade students will take semester tests. There will be no test exemptions this school year. We want students to stay home if they are ill or show symptoms. This is not the year to have incentives for perfect attendance.**
- **In accordance with school policy, if students are ill or show symptoms of illness and stay home, they can be counted present for that school day if they meet the attendance requirements for distance learning. (Policy FDC-R1, page 3)**
- **Face masks or cloth coverings are not required for staff or students at this time. Mandatory wearing of face masks may be implemented if deemed necessary by a local, state or federal guideline.**
- **Section #3-Criteria and Protocol for Students and COVID-19 may be revised as new guidelines and recommendations are released by the Oklahoma State Department of Health.**

- The definition from the CDC for “sustained close contact” is being within 6 feet of an infected person for at least 15 minutes.

Even after working on this document for several months, there will probably be situations that come up throughout this school year that may not have been thought of. Sentinel Public Schools is committed to working with families and students to work through these unforeseen situations so that we can continue to provide a safe and successful learning experience for our staff and our students. I would be the first person to tell you that this plan and these guidelines are not perfect but I can tell you that none of these protocols and procedures were lightly implemented. They were driven by data from surveys, recommendations from federal and state officials and the desire to give our students the most normal school experience in a very not normal time in history. At any point in the future, there may be a necessity to revise parts of this plan. If that happens, students, parents and staff will be notified of any changes as soon as it is possible.

A couple of things to keep in mind going into this school year that I feel are important for students, staff and parent to be aware of:

1. Any school closure that may happen this year will come in conjunction with recommendations from health authorities. School closures will not happen because of information, misinformation or gossip that may come from social media or other outlets. Please be careful not to speculate about a positive case in the community. If there is a positive case that affects someone within the school, we feel confident that our local health experts will give us the guidance we need to make informed decisions about possible school closure situations.
2. Please be sympathetic and non-judgemental to individuals or families that become infected with COVID-19. A positive case does not mean that the individual is dirty or has done something inappropriate. There should not be a negative stigma attached to a positive case of COVID-19. We do not shun someone that has the flu or a cold. We should be aware of the social and emotional toll that individuals can endure in any community because they happen to be infected. Many people have become infected across the world that have followed all the health and safety guidelines. People are often scared of what they don't understand and there are still many things that medical experts are learning about COVID-19. Please don't let that fear of the unknown turn into anger or becoming unsympathetic for a person that happens to be infected.

Thank you for your patience as we work through this potentially difficult school year. We know there will be changes that will take parents, students and staff out of their comfort zone but we appreciate your confidence and support in our school system to know that everything we have and will be doing is in the best interest of our school community.

Sincerely,

Mr. Goostree