



# Return to School Guidelines for Students and Families

Approved July 23rd, 2020 by The Edmond School Board

This document is updated frequently as new  
information becomes available from local, state,  
and regional health officials

Edmond Public Schools

2020-21

<b>Message from the Superintendent</b>	<b>4</b>
<b>Return to School Committee Members</b>	<b>5</b>
<b>Overview</b>	<b>6</b>
<b>Academics and Growth</b>	<b>8</b>
Learning Options - Definitions	8
Explanation of Various Learning Options	9
Traditional Instruction	9
Blended Learning A/B Schedule	9
Remote Learning	9
Virtual School - Virtual Edmond	10
Hybrid Schedules	11
Special Education	11
4th Quarter Skills missed in 2019-2020	12
<b>Basic School Operations: PK-12</b>	<b>14</b>
Public Health Protocols	14
Masks for Staff	14
Masks for Students (UPDATED)	14
Guest Access	15
Temperature Checks (UPDATED)	15
Illness or Exposure at School	15
Student Attendance	16
Transfers (NEW)	16
If a student elects to transfer from their current school to Virtual Edmond for the fall semester or the entire 2020-21 school year, they will not forfeit their transfer back to their current school. However, if a student elects to transfer to a school outside of Edmond Public Schools, they would have to reapply for a transfer to re-enroll in Edmond Public Schools at a later date with no guarantee of placement.	16
Hygiene Practices	16
Social Distancing	17
Water Fountains and Restrooms	17
School Breakfasts and Lunches	17
School Nurse's Office & Role	18
Transportation	18
Drills	18
<b>Elementary School Day</b>	<b>19</b>
Face Masks/Shields for Elementary Students and Staff (Updated)	19
Arrival & Dismissal	19

Classroom Organization	19
Hallways & Passing Times (UPDATED)	20
Media Center	20
Student Clubs	20
Schoolwide Assemblies	20
Music and Performances	21
Book Fairs	21
Fundraisers	21
Breakfast & Lunch	21
Student Supplies	21
Learning Manipulatives	21
Recess	22
Snacks	22
PTO Events	22
Before and After Care (UPDATED)	22
<b>Secondary School Day</b>	<b>22</b>
Face Masks/Shields for Middle & High School Students and Staff (UPDATED)	22
Hand Washing and Hand Sanitizer	23
Arrival & Dismissal	23
Classroom Organization	23
Locker Use	24
Media Center	24
School Activities	24
Vocal Music, Band, PE, Drama Classes	24
Schoolwide Assemblies	25
Fundraisers	25
Breakfast & Lunch	25
Student Supplies	25
Tutorial & Mascot Time	26
PTO Events	26

# Message from the Superintendent

Following the abrupt closure of schools last spring, the return to school this year is no less unique. Students and staff alike will return to find that gone are the predictable harbingers of fall, such as elementary Meet the Teacher Day, the annual EPS Staff Convocation, middle school SPUD (Schedule Pick-Up Day), and even the high schools' fun-filled Howdy Weeks.

In their place, we have initiated Zoom-Your-New-Teacher-Day, electronic schedule releases, and many other fun transmission free activities.

It's different to be sure, but it is also the ultimate "half-full or half-empty" test of our collective human nature.

Please be assured that nothing is more important to me as we begin this school year than the physical and emotional health of all 3,500 members of the certified/classified Edmond Public Schools family and our 25,000 students and their families. The status of the coming school year rests squarely on the health of our staff and students and every preventive measure we initiate this year will be with you in mind.

Toward this end of ensuring staff and student safety and health, every department in the district has played a role in collaborative problem-solving to implement precautions and practices intended to mitigate the spread of COVID-19. I stand amazed and indebted to the creative, hard-working men and women of the EPS community who have researched and rethought everything from onsite sanitization to virtual instruction; and I am no less in awe of all our employees who will do everything in their power going forward to do what they do best ... Empower all students to succeed in a changing society.

Over the past years, we have experienced many first time, unique and controversial issues and situations. This next school year will challenge all of us in many ways which we never conceptualized. This year I am choosing to go with the "glass-half-full" option as my own personal goal for the 2020-21 school year. We don't know what the next day, let alone what the new year will bring, but I am confident that working together, we can meet our students' learning and life needs in an exemplary manner.

# Return to School Committee Members

## Elementary Curriculum Committee Members

Angela Grunewald (Associate Superintendent), Cara Jernigan (Executive Director of Elementary Education), Linda McVay (Elementary ELA Content Specialist), Susan Sawyer (Elementary Math Content Specialist), Anissa Angier-Dunn (STEM Content Facilitator), Andrea Wheeler (Educational Services Coordinator), Erica Harris (Counselor and Student Support Facilitator), Jamila Crawford (Principal), Kartina McDaniel (Principal), Crystal Smith (Principal), Beth Kanaley (Principal), Tom Higdon (Principal), Evan Dargen (Principal), Tami Shaw (Learning and Professional Development Specialist), Kim Hastings (RtI Specialist), Karen Leatherwood (Special Education Teacher), Jenny Chartney (Elementary Instructional Technology Specialist), Courtney Dinwiddle (3rd Grade Teacher), Mindy Piertz (K Teacher), Jessica Harraman (1st Grade Teacher), Lauren Cluck (3rd Grade Teacher), Kim Davis (4th Grade Teacher), Sheree Serano (1st Grade Teacher), Brooke Caldwell (5th Grade Teacher), Jennifer Ferguson (PK Teacher & EACT Executive Representative)

## Secondary Curriculum Committee Members

Angela Grunewald (Associate Superintendent), Debbie Bendick (Associate Superintendent), Becky Archibald (Secondary Math Content Specialist), Jackie Rasnic (Secondary ELA Content Specialist), Ashley Rodriguez (Science Content Specialist), Liz Rodgers (Social Studies Content Specialist), Julie Gathright (Instructional Technology Specialist), Sarah Roberts (Assistant Principal), Maryjel Cochran (Assistant Principal), Rich Inga (Assistant Principal), Emily Steele (Middle School Principal), Stephanie Hanson (High School Counselor), Brandi Wheeler, (Assistant Principal), Tami Shaw (Learning and Professional Development Specialist), Linda Sloan (Career Tech & Online Learning Specialist), Melissa Price (Special Education Teacher), Kyle Allen (RtI Specialist), Jordan Hopper (ELA Teacher) Madison Birdwell (SS Teacher), Elenna Dobbs (ELA Teacher), Jill Bloyd (Math Teacher), Stephanie Lewis (Science Teacher), Dalton Savage (SS Teacher), Kristen Ellis (FACS Teacher), Siomara Davis (ELA Teacher and EACT Executive Representative)

## Elementary Committee Members

Kimberly Frank (principal), Nicole Marler (principal), Cathay Bugg (principal), Kyle Harrison (assistant principal), Grace Morris (early childhood teacher), Katy McFadden (elementary teacher), Marnie Horn (GATE teacher), Marci McVay (elementary teacher and EACT representative), Karissa Parkhurst (music teacher), Keri Orsack (PE

teacher), Dr. Karen Leatherwood (Special Education Program Specialist), Ginny Trotter (elementary secretary), Robbyn Waggoner (parent), Kathy Bogumil (nurse), Mike Johnston (Director of Safety), Dan Lindsey (Director of Child Nutrition)

## Secondary Committee Members

Lisa Adams, (principal), Debreon Davis, (principal), Michelle Grinsteiner (principal), Jeff Nemcok (principal), Emily Steele (principal), Chelsea Foo (high school science teacher and EACT representative), Stacy Jackson (middle school elective teacher), David Koehn (high school orchestra teacher), Brock VanCleave (high school teacher), Laura Morgan (secretary), Erica Harris (Director of Counseling and Student Supports), Justin Coffelt (Assoc. Superintendent, Operations), Mike Nunley (Athletic Director), Kenny Chamlee (Director of Transportation), Robert Feinberg (Transportation), Mike Johnston (Director of Safety), Dan Lindsey (Director of Child Nutrition), Katie Patty (school nurse), Cynthia Benson (parent), Meredith Exline (parent), Janet Huntzman (parent), Amy Middleman (parent), Dana Stevenson (parent), Jennifer Whitehead (parent), Josh Dedmon (student), Catie Flores (student), Caden Peters (student)

## Overview

This document is intended to serve as a guideline of expectations and protocol for EPS families as we plan to return to school in August 2020 amid the challenges we face with the global COVID-19 pandemic.

Our number one priority is student and staff health and safety while also providing a safe and positive learning environment for all 25,000 EPS students. Edmond Public Schools understands the importance of in-person learning. Our goal is to start school in person on August 13. We realize there may come a time when we have to close a classroom, school, or the entire district down due to a rise in confirmed cases of COVID-19. If we find ourselves going “brick to click” overnight, we want to ensure our teachers and students are equipped with the resources and knowledge to conduct and participate in virtual instruction through the Canvas Learning Management System (LMS).

While we are in school in a more traditional setting, we realize there are a number of protocols and precautions that all students and staff must follow. This document outlines the areas of instruction, daily operations, and human resources with respect to the challenges of the Coronavirus. The guidelines outlined in this document are intended to mitigate, not eliminate, the risk of exposure to COVID-19. They are also to be considered as very fluid, likely to change as the course of the virus progresses in unpredictable twists and turns.

# Academics and Growth



# Academics and Growth

## Learning Options - Definitions

### Blended A/B Schedule

Students obtain part of their education in a face-to-face environment with the teacher and part of their education is provided by the teacher through an online learning management system such as Canvas. This option would be enacted if we could not have all students in the building at the same time.

### Canvas

A web-based learning management system that allows teachers to communicate direct instruction to students as well as send and receive assignments. All teachers PK-12 will use Canvas for instruction.

### Hybrid Schedule

Some courses are taken in a traditional classroom and some courses are taken virtually through our contracted virtual provider. This is for high school students only. It is used for Francis Tuttle students or other situations that prevent a student's classes from fitting into the traditional six-period day. These students may need to take one or more classes virtually. This is not a new option for high school students.

### Remote Learning

Students are provided all educational services by their teacher through a learning management system such as Canvas.

### Traditional School

This is school as we knew it before March 13th, 2020. In the 20-21 traditional model, we will strive to replicate this learning experience as much as possible with the new social distancing requirements.

### Virtual learning - Virtual Edmond

A family makes a commitment to educating their child at home using a contracted program paid for by Edmond Public Schools.

[Link to page](#) comparing the options.

# Explanation of Various Learning Options

## Traditional Instruction

Our goal is to provide instruction as close as we can to the traditional model parents and students are accustomed to receiving prior to March 13th, 2020. For this document, traditional instruction refers to in-person, on-site instruction. Some changes will occur based on the social distancing requirements at the time. There will also be the addition of Canvas PK-5 in our traditional model. A district expectation has been established that all teachers use Canvas for instruction and use the basic format of Canvas set by the district so there is consistency for students and parents.

## Blended Learning A/B Schedule

Blended learning would be enacted if all students could not be in the building at the same time. In this scenario, students would only attend school in person on assigned days. Attention would be given to make sure students from the same family were assigned the same days.

### Group A

Monday and Tuesday	In person, at school
Wednesday, Thursday and Friday	Remote learning

### Group B

Monday, Tuesday and Wednesday	Remote learning
Thursday and Friday	In person, at school

No students would be in the buildings on Wednesday. This would be a day for teachers to build their Canvas lessons and for cleaning and disinfecting the buildings between groups of students.

The remote learning that would take place during a blended learning scenario would be provided by the classroom teacher through Canvas. Grades and attendance would be taken even on remote learning days. The remote learning portion is not optional.

## Remote Learning

Remote learning would be enacted if an individual classroom, group of classrooms, individual school, or entire district had to close due to the need to quarantine or isolate. This means it would be possible for some students in the district to be in a

remote learning environment while others could still attend in a traditional setting. The decision to transfer to remote learning will be made by the Superintendent, or designee, of schools based on the virus situation in specific areas of the district. Remote learning will be provided by the student's teacher through Canvas. Students will have access to direct instruction through videos, activities, or reading materials. There will be guided practice and independent practice as well. Students will submit assignments to their teachers through Canvas for grades. GRADES and ATTENDANCE will be recorded.

## Virtual School - Virtual Edmond

Full virtual learning is an option that will be provided to K-12 families for the 20-21 school year. Virtual learning is a commitment that families will make for at least an entire semester. Students will work through the learning content at their own pace. The curriculum and instruction will be provided by a contracted vendor.

**Each student will be assigned an Edmond Public School teacher who will be available to support the student and family and will monitor progress and assist in learning as well as grade assignments. For specific questions and issues with assignments, students will have access to a highly qualified, content (math, English, social studies, science, foreign language, etc.) specialist.**

The initial transfer window to full virtual for current EPS students began July 7 and will end July 30. New students will have this option on their enrollment form. Students enrolled in Virtual Edmond are eligible to participate in extracurricular activities at their home school.

Important Virtual Edmond Information:

1. The student must be a resident in the Edmond Schools district boundaries
2. Each student will be supplied with a district iPad (k-3) or Chromebook (4th - 12th) to use at home for Virtual Edmond.
3. For any online education program to be successful, students and families should be motivated, scheduled, and organized for quality learning to occur. For online learning to be most successful, students should have an adult in the home who is available to encourage and help the student as needed
4. Students can work at their own pace and set their own schedule as long as they do not fall behind in the courses.
5. High school students will still work directly with an EPS high school counselor from their home school to assure they are enrolled in the correct classes and on track for graduation.
6. Students enrolled in Virtual Edmond can participate in Edmond extracurricular activities such as band, orchestra or athletics. However the

student will be required to take the class that corresponds with the activity in person, on-site at their school.

7. High school seniors will graduate with a diploma from Edmond Public Schools and their home high school
8. Students will be able to move at their own pace but can expect to spend 3.5 hours of average screen time on a daily basis and possibly 3 hours of work or activity time each day
9. Once a student transfers to Virtual Edmond they can not return to traditional in-person instruction until the end of the semester.

For more information visit our [district website](#).

## Hybrid Schedules

This is for high school students who attend Francis Tuttle or have other situations that prevent all of their classes from fitting into the traditional six-period day. These students may need to take one or more classes virtually. This is not a new option for high school students.

## Special Education

There are exceptions for students with disabilities regarding placement, services and district requirements based on the student's unique needs. Therefore, parents of children with disabilities on a Section 504 Accommodation Plan or on an Individualized Education Program (IEP) will want to meet with their school team to create a contingency plan regarding a virtual setting or a blended learning/on-site setting, as well as any related services (e.g., speech therapy) to meet the child's individual needs. Special Education Teachers will be reaching out to families by August 12th to schedule the IEP meetings. This school year we will continue having virtual IEP/504 meetings to prevent the spread of COVID.

Virtual Edmond is a general education curriculum, so if your child with a disability has been accessing the general education environment for core subjects, then Virtual Edmond would be an appropriate placement option. However, if your child has not been accessing the core subjects in the regular education environment, but instead an alternate curriculum in a special education environment, then Virtual Edmond may not be an appropriate placement option. Please know there is no need at this time to enroll in Virtual Edmond until you meet with the IEP team members to make appropriate placement decisions together. The IEP team has the ability to create a customized virtual instruction setting for students with disabilities to meet their unique needs.

## Instructional Guidelines

For more information on instructional guidelines such as virtual meeting requirements and video storage, see the [Instructional Guideline Document](#)

### 4th Quarter Skills missed in 2019-2020

Edmond Public Schools is aware that students may have learning gaps from skills that were missed during the school closure last year. To address this, teacher teams and content specialists have identified the key skills for every grade level and every core subject that was missed. These key skills will be woven into the curriculum at the most appropriate places for the 2020-2021 school year. As teachers follow the new pacing guides and curriculum maps that have been updated to include untaught skills, students will be caught up by the end of this year. Students will not be required to make up state tests that were missed last spring.

# School Operations



# Basic School Operations: PK-12

***Plans outlined below are subject to change as new information becomes available or as new situations arise related to COVID-19 which would cause us to alter our plans.***

## Public Health Protocols

EPS teams composed of district leaders, site administrators, teachers, support personnel, medical professionals and parents have met multiple times to create this EPS Return to School Guidelines and Framework. Protocols described in this framework are meant as a guide in providing the safest and most healthy learning environment when students return to school. Guidelines are written to be the most practical, feasible and appropriate for the students' developmental ages. Recommendations outlined in this section of this document have been derived from research from resources including but not limited to the [American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry, U.S. Centers for Disease Control and Prevention \(CDC\)](#), [Oklahoma State Department of Education Return to Learn Oklahoma: A Framework for Reopening Schools](#) and the [Oklahoma State Department of Health: Reopening Guidelines for Schools and Day Camps](#).

## Masks for Staff

**Masks will be required**; therefore, all staff are asked to have a **cloth** mask available at all times. All EPS staff (including substitutes) will be required to wear a mask when working within six feet of students or colleagues. While you can provide your own masks, school sites will be given budgets to purchase masks and shields for staff.

## Masks for Students (UPDATED)

**CDC has released a clarification on the level of protection provided by face shields (versus the more widely used face masks) with the following warning: "CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings."** For this reason, students (PK-12) and teachers attending Edmond Public Schools will be required to wear cloth face masks when entering the building and moving through the hallways. The mask requirement also extends to all school facilities, grounds, and classrooms for teachers and students in grades 1-12.

Exceptions will be made to eat breakfast and lunch and to get a drink. Teachers will work with principals to create safe opportunities for mask breaks for students throughout the day. When combined with social distancing, masks provide a significant layer of protection to both wearer and contact. Student masks, however, will not be provided by the school. If a child has a disability under IDEA or Section 504 with a documented health condition (i.e., COPD, etc.) as well as a sensory issue, please contact your school site to set up a meeting to discuss options that might include a “face shield” to provide some preventative measures to mitigate the spread of COVID-19. The CDC states that individuals with severe respiratory conditions are at a higher risk of significant health impact if contracting COVID; and therefore, any measure of preventing the spreading of COVID should be practiced.

More information on how to wear, wash, and make your own cloth mask can be found at the following CDC link: [Cloth Masks](#). We appreciate our families' attention to this point of clarification from the CDC as we continue to work together to safely return our students to school.

## Guest Access

Non-essential visitors in the school setting will be discouraged during the period of time that COVID-19 remains active in the community. On the occasions that guests and parents entry into the school is deemed appropriate, they will be expected to check-in through the school’s screening protocol, which may include a brief questionnaire as well as a temperature check. All guests who enter the building, after completing a temperature check, must wear a mask in all areas of the building. As always, all guests must scan their Driver’s License prior to entering the school building.

## Temperature Checks (UPDATED)

It will be the responsibility of all staff to be aware of their temperature daily through a self-screening process at home. Parents will be asked to monitor their children’s health each day before they leave home. Schools will be provided touchless forehead thermometers so that students' temperatures can be taken at the start of each school day.

## Illness or Exposure at School

If a student is identified with a temperature of 100 degrees Fahrenheit or higher or a staff member is identified with a temperature of 100.4 degrees Fahrenheit or higher or if either a student or staff member begins exhibiting symptoms of Covid-19 while

at school, he or she will be isolated, sent home immediately, and encouraged to be tested.

Individuals found to have Covid-19 will not return to school until they have met the [CDC's criteria for being around others](#). This criteria includes 24-hrs fever free without the use of fever reducing medication, improved Covid-19 symptoms, and a minimum of 10-days of self-isolation having passed since symptoms first appeared. Individuals that test positive but show no symptoms may return 10 Days from the date the test was administered as long as no symptoms of Covid-19 have appeared.

Individuals sent home for Covid-19 like symptoms are required to complete a 10 day self-isolation period beginning from symptom onset. Individuals sent home for Covid-19 symptoms may choose to take a PCR Covid-19 test, which would allow an early return from self-isolation with a confirmed and documented negative result. PCR testing is an alternative option to the 10 day self-isolation period for Covid-19 symptoms and is not required. PCR tests and Antigen Tests are different, and it is the responsibility of the individual to verify that the PCR test is being administered. Negative antigen test results will not be accepted for a return to school or return to work. Testing documentation must be submitted to the site.

When students or staff are ready to return to school after a Covid-19 related isolation, the staff member (or student's parent/guardian) should call the school one day prior to returning for a Covid-19 pre-return check-in. This conversation will clarify the following: 1) No fever for the previous 24 hours without medication, symptoms of Covid-19 have improved since symptom onset, and at least 10 days has passed since symptoms first appeared; or ( 2) 10 days has passed from date the positive test was administered and symptoms of Covid-19 have not developed. Then, on the individual's first day back, he/she must check-in at the front office prior to reporting to work or class for a temperature check with the nurse or nurse's designee.

In accordance with CDC guidelines, staff or students who have had close contact with a person with Covid-19, even if they feel healthy, will be required to quarantine for 14 days from the date of last contact with the positive individual. Those in quarantine are encouraged to check their temperature twice a day, watch for symptoms of Covid-19, and stay away from people who are at higher risk for getting very sick from the virus. Individuals may return after the 14 day quarantine period has been completed as long as no symptoms of Covid-19 have appeared and the individual has not tested positive. A negative Covid-19 test will not reduce a 14 day quarantine period as symptoms could develop 2-14 days after exposure.

Site administrators or a school representative will notify parents if their child has been exposed to a confirmed Covid-19 case. Due to HIPAA regulations, the district

will not divulge the identity of the person who has tested positive unless required by the Oklahoma State Department of Health.

The district will conduct contact tracing, however, only the parents of the students who were exposed will be contacted directly, others will be notified as appropriate.

## Student Attendance

For the school year of 2020-2021, any COVID-19 related absences will be considered “a significant medical condition” and be exempted from the count attributed toward a child’s record under the chronic absenteeism classification. Medical documentation must be provided to substantiate the absence as COVID related.

## Transfers (NEW)

If a student elects to transfer from their current school to Virtual Edmond for the fall semester or the entire 2020-21 school year, they will not forfeit their transfer back to their current school. However, if a student elects to transfer to a school outside of Edmond Public Schools, they would have to reapply for a transfer to re-enroll in Edmond Public Schools at a later date with no guarantee of placement.

## Hygiene Practices

Frequent and thorough handwashing practices have proven to be critical in the mitigation of any virus, especially COVID-19. Schools will plan and prepare for additional handwashing opportunities throughout the day. All students will wash their hands before eating breakfast or lunch. EPS will provide each elementary site visual handwashing posters published by the CDC. These posters will be displayed in highly visible locations (i.e. entrances, restrooms). In addition to increased opportunities for handwashing, there will also be increased opportunities for students to use hand sanitizer in the classroom and at multiple hand sanitizing stations throughout the school building.

Every classroom will be provided additional paper towels and a spray bottle of X-Effect Cleaner. Teachers will wipe down desks and manipulatives throughout the day using this product. Custodians will also wipe down desks and tables in the evening. Custodians will refill spray bottles in the evening. Some classrooms may also use Lysol, leaving it to set on the surface for a minimum of five minutes. Clorox wipes can be used in classrooms as they are available. When students move to another space or area, their area will be cleaned prior to another student sitting there.

## Social Distancing

By maintaining social distancing in the various settings that students will occupy, schools will decrease the threat of transmission of the virus. Teachers will be arranging students' learning environments in a manner that seeks to have all of the class facing the same direction and avoiding small group arrangements. Extra furniture and classroom displays that inhibit an appropriately distanced arrangement of student desks may be removed from the classrooms while the threat of COVID-19 remains in the community. Not every area will allow for 6' between students. For this reason, masks are required for students in grades 6-12 and strongly encouraged for students in grades PK-5.

## Water Fountains and Restrooms

As school opens, all traditional "bubble up" water fountains will be disconnected. Most schools now have water bottle filling stations; these will remain connected and available to students and faculty. Students and staff are encouraged to bring filled water bottles or other non-breakable water containers to school with them.

Student restrooms will be cleaned multiple times throughout the day by the site custodial staff, who will use portable disinfectant foggers to sanitize the areas.

## School Breakfasts and Lunches

Typical cafeteria meal settings make it difficult to social distance. For this reason, schools will create alternate dining areas to include outdoor spaces, common areas, hallways, classrooms, or any other area that will offer a clean, spacious dining experience so students can be spread out in a safe and healthy manner.

## School Nurse's Office & Role

Because students identified throughout the school day as exhibiting symptoms of COVID-19 are to be isolated in a separate room from other students, the school nurse will attend first to these students while others in the office care for the less serious or daily medical needs of the general student body. If a teacher suspects that a student may have COVID-19 symptoms, he/she will contact the office to arrange for an adult to come to the classroom and escort the student to the isolation room. Parents will be contacted immediately to pick-up their child and seek a medical opinion. Parent and student education with regard to the virus will also be an important role for the nurse.

## Transportation

When possible, parents are encouraged to drive their children to school in order to reduce the number of students riding the school bus each day. This will allow for greater levels of social distancing among those who do ride the bus.

Because of the close proximity of the students riding the school bus to and/or from school each day, all students will be required to wear a mask while on the bus. When feasible, school bus windows will be down to increase ventilation and inhibit the virus contagion. In addition, students will be assigned seats on the bus to achieve optimal social distancing and to provide for contact tracing should a bus rider come down with COVID during the day or overnight.

Parents of students riding the bus to school should check their child's health each day prior to sending them to the bus stop. A student with a fever of 100 degrees Fahrenheit or greater will not be allowed to ride the bus.

## Drills

Drills will still follow state guidelines and deadlines as outlined by the Oklahoma State Department of Education. Where needed, drill protocol may be adjusted to also meet the parameters of COVID-19 guidelines.

## Elementary School Day

### Face Masks/Shields for Elementary Students and Staff (Updated)

Students in grades 1 - 5 will be required to wear masks or face shields at all times. All students, including PK and Kindergarten students, will be required to wear masks in the hallways at all times. Teachers will work with principals to create safe opportunities for mask breaks for students throughout the day. Student masks will not be provided by the school.

## Arrival & Dismissal

As students arrive at school in the morning, they will be directed to go to their classrooms or a general area in which social distancing is feasible. Students will not be gathered in large groups to congregate and wait for their school day to begin as they may have been in the past. Parents will not be escorting their children into the

building. All parents will be asked to remain in their cars and drive through the line to ensure health and safety precautions are followed. Adults and those assisting with arrival procedures will have masks on as they maintain social distancing when feasible.

At the end of the school day, while awaiting dismissal, students will be in their classrooms, still following social distancing guidelines by not waiting in large groups. When their bus number or car tag number is called, they will walk down the hallway to exit through the designated doors. Students attending an on-site Before/After Care program will also remain in their classrooms until the designated time for them to go to Before/After Care.

## Classroom Organization

By maintaining social distancing in the various settings that students will occupy, schools will decrease the threat of transmission of the virus. Teachers will be arranging students' learning environments in a manner that seeks to have all of the class facing the same direction and avoiding small group arrangements. Extra furniture and classroom displays that inhibit an appropriately distanced arrangement of student desks will be removed from the classrooms while the threat of COVID-19 remains in the community.

As often as possible, while the threat of COVID-19 remains in the community, students will stay in one classroom area. Teachers and staff will keep students in cohorts to reduce the mixing of students. Keeping students in a cohort helps to minimize exposure and mitigate the virus.

For grades that are departmentalized such as 4th and 5th grades, when the threat of the virus is at a heightened level, students will stay in their homeroom to assist with keeping a common cohort of students together. Rather than having students transition to different classrooms for different subjects, the teachers will rotate instead.

## Hallways & Passing Times (UPDATED)

Students should travel in the hallways 3 feet apart from each other. Each site will be specific on how to visually teach and remind students of how best to maintain social distancing while in the hallways. **Masks should be worn by all students in the hallways during passing times.**

## Media Center

Honoring the importance of reading for both pleasure and research, the school media centers will remain open for student use. While there may be some changes in routines and scheduling, it is our intent to keep our media centers open and available to our students and staff. Students will be allowed to check out books from the Media Center. As books are returned, they will remain untouched for 24 hours, then will be sanitized prior to being placed back on the shelves for checkout again.

## Student Clubs

The traditional format of student clubs will not be feasible during the threat of COVID-19. However, any club that can operate in a virtual manner or in a small group, social distancing, being outdoors, etc, may continue with the approval of site administration.

## Schoolwide Assemblies

Schoolwide assemblies will only occur through a virtual setting. There will not be large gatherings experienced in a traditional format such as weekly “Rise & Shine” assemblies, programs and fundraising events. Each site will develop procedures and protocols to carry on such events, when feasible, through a virtual experience.

## Music and Performances

During a heightened threat of the virus, music or PE programs or plays will not be held until it is deemed safe in the community to do so.

## Book Fairs

During a heightened threat of the virus, Book Fairs will only be held in a virtual format.

## Fundraisers

Fundraising events will only be held in person when they can be limited to small groups of students, maintaining social distancing and following CDC guidelines. Otherwise, all fundraising efforts will need to be held virtually.

## Breakfast & Lunch

Students will wash their hands prior to eating. When feasible, they will eat in the cafeteria while being seated with spaces between students. When this is not feasible, students will eat in another area, such as their classrooms, in order to social distance themselves from each other. No guests will be allowed to have lunch on-site during this time of operational adjustments being made due to COVID-19. If it is necessary to have fewer students in the cafeteria during lunch to ensure adequate spacing for social distancing, there may be a need for half the grade to eat in their classrooms on one day (i.e. M/W) and the other half eat in the cafeteria then switch for (T/Th), etc.

## Student 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.

## Learning Manipulatives

Any manipulatives needed for instructional purposes will not be shared without first being sanitized prior to being used by another student. The best case scenario will be that each student has their own manipulatives, or that students alternate days in which manipulatives are used by students to allow for time for cleaning. Hand washing should be promoted before and after touching shared supplies or equipment. Each classroom will be provided a disinfecting agent to sanitize commonly used equipment and devices.

## Recess

Each elementary site will develop a recess schedule that allows for outdoor playtime daily for all students. Recess schedules may vary from site to site due to limiting the number of students in one area at each time. Students will wash their hands prior to going to the playground and immediately upon returning from the playground. According to CDC guidelines, outdoor areas (such as playgrounds in schools) generally require normal routine cleaning, but not disinfection.

## Snacks

No classwide snacks will be allowed or distributed at school. Students choosing to bring a snack to school may bring an individually wrapped snack for themselves.

## PTO Events

Traditional PTO sponsored events such as popcorn days, Spirit Stores, carnivals will not be held during the time of a threat of the virus. Events that can be held virtually could be considered, but only if approved by the site administrator.

## Before and After Care (UPDATED)

Before and After Care programs at each site will follow the guidelines established by EPS and their school site procedures as well. When feasible and appropriate, one parent may escort their child to the building to sign them in, as long as they are wearing a mask. Staff will check temperatures of all students being dropped off for daycare. If a heightened level of protocol is deemed necessary, then drop off and pick up for daycare would be done at the entrance to the Before and After Care program without the parent exiting their vehicle.

## Secondary School Day

### Face Masks for Middle & High School Students and Staff (UPDATED)

CDC has released a clarification on the level of protection provided by face shields (versus the more widely used face masks) with the following warning: "CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings." For this reason, students (6 -12) and teachers attending Edmond Public Schools will be required to wear cloth face masks when entering the building and moving through the hallways. The mask requirement also extends to all school facilities, grounds, and classrooms for teachers and students.

Exceptions will be made to eat breakfast and lunch and to get a drink. When combined with social distancing, masks provide a significant layer of protection to both wearer and contact. Student masks, however, will not be provided by the school.

More information on how to wear, wash, and make your own cloth mask can be found at the following CDC link: [Cloth Masks](#). We appreciate our families' attention to this point of clarification from the CDC as we continue to work together to safely return our students to school.

Secondary students and staff alike are reminded that by wearing a face mask at school, they are protecting both themselves and those around them. As the school year commences, students should include a face mask in their list of school supplies. With respect to the spread of the virus, the optimal, safest situation is for all students and staff to mask at all times. When a student wears a mask at school, it is a sign of respect for both classmates and teachers; and by extension, it is confirmation that the wearer understands his/her responsibility to his/her immediate family, extended family, the school family, and the greater Edmond community. The same is true for the staff.

## Hand Washing and Hand Sanitizer

Students are encouraged to wash their hands at every opportunity or to use an alcohol-based hand sanitizer that contains at least 60 percent alcohol (also referred to as ethanol or ethyl alcohol) when hand washing is not feasible. Practicing this prevention tactic as an often-repeated habit not only protects the student washing his/her hands, but also others around him/her.

## Arrival & Dismissal

Arrival routines will look different this year in an effort to allow students to maintain a safe physical distance from one another as they wait for the first hour bell to begin class. Each site will work with the layout and options in their specific building to maximize opportunities for student distancing in the minutes before school begins. At the end of the day as much as possible, students will be released in a staggered manner to avoid all of them traveling through the halls toward the same exit. Student supervision will be imperative during these gathering times as students come and go each day, requiring teachers to assist more than usual with a rotational system of unpaid duty assignments.

## Classroom Organization

To the extent possible, classroom desks will be arranged to all face in the same direction. To facilitate the difficult challenge of social distancing in a classroom, it will be necessary to remove any extraneous furniture from the environment. Some classes may consider setting up a learning space outdoors or in a common area. High-touch surfaces like door handles and light switches will be cleaned frequently throughout the day. Student desktops will also be wiped with a sanitizer wipe between classes.

Schools have reviewed the traffic patterns in the hallways to provide directions for students that will help them move through the school in the safest manner possible.

### Locker Use (UPDATED)

Students will not be assigned lockers at the beginning of the school year in an effort to avoid the small crowds that gather at lockers between classes. High school will be allowed to carry backpacks from class to class. Middle school students should look to their principals for specific guidance as to the plan at each of the six different middle schools.

## Media Center

Honoring the importance of reading for both pleasure and research, the school media centers will remain open for student use. While there may be some changes in routines and scheduling, it is our intent to keep our media centers open and available to our students and staff. Students will be allowed to check out books from the Media Center. As books are returned, they will remain untouched for 24 hours, then will be sanitized prior to being placed back on the shelves for checkout again.

## School Activities

Extra and co-curricular activities and athletics of all descriptions are vital elements of a secondary student's experience. Responses to COVID-19 in these environments will vary, always with a keen eye to proven practices and research in prevention and protection. Various national organizations, such as the National Association for Music Educators and National Federation of State High School Associations, will be consulted for guidance and insight into the challenges and recommendations for special interest organizations.

## Vocal Music, Band, PE, Drama Classes

Because vocal, band, drama, and PE are likely to involve high volumes of oral, aerosol emissions, there is a strong likelihood that aerosol distribution from students could occur in these courses' classrooms. Pending the final results of a collaborative scientific study underway through CBDNA, NFHS, NAFME, the NAMM Foundation and over 100 performing arts organizations, Edmond is asking teachers to be prepared to create alternate lessons should the typical classroom instruction and activities prove to be too difficult to safely deliver. Mitigation techniques, such as cloth masks, distancing, and outdoor classrooms, are all opportunities that are presently being considered as we await the results of the study. Moving forward, Edmond teachers will be a strong voice in the conversation of curriculum and performance planning. At this point, there are no absolutes, and as has been stated often, much can change in the weeks and months to come.

[https://www.nfhs.org/media/3812373/nafme\\_nfhs-guidance-for-fall-2020-review-june-19-2020-final.pdf](https://www.nfhs.org/media/3812373/nafme_nfhs-guidance-for-fall-2020-review-june-19-2020-final.pdf)

Students who take classes through Virtual Edmond may participate in extracurricular activities such as band or vocal music. However some extracurricular activities will require the student to attend the corresponding class in person in order to participate.

## Schoolwide Assemblies

Schoolwide assemblies will be limited at the beginning of the school year to avoid the likely possibility of exposure that would occur when hundreds of students gather to chant and cheer their teams on to victory. Outdoor gatherings may be a suitable and safer alternative. As the year wears on, such events may be reinstated if the virus takes a turn toward diminishing infections.

## Fundraisers

Fundraising events will only be held in person when they can be limited to small groups of students, maintaining social distancing and following CDC guidelines. Otherwise, all fundraising efforts will need to be held virtually.

## Breakfast & Lunch

Students will be reminded to access lavatories for hand washing prior to meal service. Accessible hand sanitizer dispensers will be available too. Because mealtime, by its very nature, presents many opportunities for the spread of germs, schools will be offering students a variety of seating options to provide safer situations than the typical cafeteria setting would allow. Students will be reminded that sharing food is not a safe practice. At this time, seniors will be allowed to leave campus for lunch.

## Student Supplies

When students share supplies, such as pens, art materials, and calculators, they are also sharing their germs. For this reason, we are asking students to come to school fully prepared with the materials they will need and to avoid sharing the materials. If a student is unable to provide an item due to its expense, the school will make every effort to seek funds or materials to support the child.

## Tutorial & Mascot Time

Until such time as the virus appears to be in decline, tutorial will be suspended. The period of time allotted to tutorial during the daily schedule will be redistributed to

the six periods of the typical school day. In other words, high schools will operate under the familiar non-tutorial bell schedule.

Advisory and mascot time will be planned at the middle schools with careful attention to limited physical movement within the classrooms and safe distancing. Daily mascot time may be temporarily discontinued in response to increased COVID exposures in the community at the site's discretion.

## PTO Events

Traditional PTO sponsored events such as pizza days, donut days and apparel sales will not be held during the time of a threat of the virus. Events that can be held virtually could be considered, but only if approved by the site administrator.