



Miami Public Schools - Safe Return

Design for Learning 2022-2023

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According to the Center for Disease Control

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand-washing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this guide. Fortunately, there are a number of actions school staff can take to help lower the risk of exposure to and the spread of COVID-19 during school sessions and activities (Center for Disease Control and Prevention [CDC], 2020).

One of the actions that can be taken to help lower the risk of exposure is the use of face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals should be repeatedly reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings (CDC, 2020).

Symptoms of COVID-19

People with COVID-19 have reported having a wide range of symptoms – from mild symptoms to severe illness. Children have similar symptoms to adults and generally experience mild illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat



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- New loss of taste or smell

This list is not all-inclusive. Other symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea (CDC, 2020).

Universal Precautions Recommended by the CDC

Hand Washing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

Physical Distancing

Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick.

Masks and Face Shields

Cover your mouth and nose with a cloth face cover or a plastic face shield when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a mask or shield when they have to go out in public, for example to the grocery store or to pick up other necessities. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. The cloth face cover or plastic shield is meant to protect other people in case you are infected.

Cover Coughs and Sneezes

If you are in a private setting and do not have your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands



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with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

Clean AND disinfect frequently touched surfaces throughout the day.

School Operations

Transportation:

1. All bus drivers will be provided with a face-covering and will be provided with gloves if warranted.
2. Bus riders may be assigned seats. (dependent on the situation)
3. Bus riders could be assigned seating by family groups (dependent on the situation and bus).
4. Bus windows are to be left open for airflow when possible.
5. All field trips must be approved by the Superintendent of Schools.
6. Daily cleaning of buses will be mandatory after each route.

Site Screenings: *According to Board Policy 5025*

Staff / Student:

1. Staff will enter each site at designated point of entry.
2. Face coverings will be optional for students and staff.
3. Locations will be established to house students who may have symptoms or a temperature of 100.4 degrees or greater.
 - a. If a student's temperature registers 100.4 the student will be placed in the holding room. The temperature will be taken again in 30 minutes and if it reflects 100.4 or higher the parent will be called for pick up.
 - b. Cleaning will occur upon the exit of the quarantined student/staff.
4. Parents will be notified if the student is symptomatic and schedule a pick-up time and location.



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Child Nutrition:

1. Breakfast/lunch locations will be determined by each site. This could be in the classrooms or in the cafeterias with social distancing being taken into consideration.
2. All desks and tables will be sanitized after each lunch period.

Classroom Procedures:

1. Procedures will be adopted at each site for classroom sanitization.
2. Procedures will be adopted at each site to limit the number of students present in the hallways.
3. Promote good hygiene practices and handwashing.

Drills

Fire Drills: Must be conducted per state requirements for students to become familiar with evacuation procedures in the event of a fire within the facility.

Modifications might include:

- Schedule additional time to conduct each drill
- Practice evacuation in a slower, more methodical process while emphasizing appropriate social distancing.
- Conducting drills with alternating small groups rather than the whole site.
- Closely monitor points along evacuation routes to limit congestion.
- Directing students to wash/sanitize hands prior to returning to classrooms.

Tornado Drills: Must be conducted per state requirements to become familiar with the locations for cover.

Modifications might include:

- Schedule additional time to conduct each drill



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- Conducting drills with alternating small groups rather than the whole site as needed.
- Directing students to wash/sanitize hands prior to returning to classrooms.

Security/Lockdown Drills: must be conducted as a response to active shooters, dangerous intruders or incidents presenting a potential danger to the school community. Modifications might include:

- Increasing the number of tabletop exercises with staff to ensure procedures are understood.
- Conducting more frequent small drills with smaller groups within the classroom to designate where they would go to take cover.
- Possibly recording videos of procedures for students during drills.

Other Drills: enable practicing a safe and timely response to events such as earthquake, chemical spill, playground evacuation. Modifications may include:

- Explaining to students and staff with visual aids.
- Walking through these drills with small groups
- Directing students to wash/sanitize hands prior to returning to classrooms.

Bus evacuation drills: must be conducted in emergency response for passengers and drivers. Modifications may include:

- Practice evacuation in a slower, more methodical process while emphasizing appropriate social distancing.
- Practicing evacuations with a handful of passengers and rotating participants
- Conducting procedures in a secure parking lot to ensure room for social distancing.

Recess:

1. Playground equipment will be sanitized regularly.
2. Each site will determine and set guidelines for the number of students participating in recess.

Athletics and Extracurricular Activities:



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1. Guidelines for practice will be determined by the athletic director.
2. Sanitization of all equipment will be done on an as needed basis.
3. Event guidelines will be determined by the current recommendations of the OSSAA and the CDC.

Site Use By Outside Entities / Visitor and Volunteer Protocols:

- The Superintendent of Schools will determine if facilities will be used by outside entities.
- Visitors will be permitted to attend activities if the COVID-19 risk level is low.

Facility Cleaning and Sanitization:

1. Each site will have a checklist and a timeline of completion for daily sanitization practices.
2. Necessary equipment will be provided at each facility for proper cleaning and student safety:
 - a. Touchless thermometers / Infrared touchless thermometer kiosks
 - b. Electro-static disinfection machines
 - c. CDC approved disinfectant
 - d. Hand sanitizer/disinfectant wipes
 - e. School sites will use bottle fill stations.
 - f. Plexiglass shields
 - g. Gloves
 - h. Face coverings for staff are optional



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Wellness

Health Concerning COVID-19

If a staff member or student tests positive:

1. If a staff member or student is confirmed as a positive case of COVID the site shall immediately inform the District School Nurse. The nurse will then notify all appropriate agencies. A designated member of the MPS nursing team will contact all known contacts of the patient via the most effective means of communication.
2. The site shall identify the areas of the school where the positive individuals spent more than thirty minutes and will use approved disinfectants to sanitize those areas.
3. MPS, along with health officials, will determine if school closure is warranted and what additional measures the school must take to contain exposure.

Positive Case Isolation Policy

If a child/staff has a COVID-19 diagnosis (positive result):

- **If you have COVID-19 Symptoms; stay home until**
 - 5 days have passed since symptoms first appeared **AND**
 - Symptoms are improving **AND**
 - If a fever is present, continue to stay home until 24 hours have passed since fever has resolved without the use of fever-reducing medications.
- **If you never have COVID-19 symptoms; stay home until:**
 - 5 days have passed since the date of your COVID-19 test was collected, **AND**
 - No COVID-19 symptoms have developed since you were tested.
 - *If symptoms develop, it is recommended you follow the criteria for someone with COVID-19 symptoms.*



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- Once released from the isolation period and resuming activities, it is recommended to wear a mask for an additional 5 days when around other people.

Voluntary COVID-19 Testing

- Miami Public Schools will provide students and staff with COVID-19 testing on a voluntary basis at no charge.
- Parent(s)/Guardian(s) will be required to sign a consent for student COVID-19 test. Staff members requesting testing will be required to sign for consent.
- Test participants will be provided with results via email/text if negative and phone call if positive.
- All test results will be provided to the State Infection Reporting System.
- COVID-19 testing may be scheduled by calling 918-542-5588 or by contacting your student's school site.

Mental Health & Wellness:

1. Behavioral Health Aides will be available to assist with students' mental health needs. This is in partnership with GLMH.
2. Each site will continue monthly meetings with mental health professionals to discuss students receiving services, referrals, and students needing mental health support.
3. Continuation of the following:
 - a. Maslow's Hierarchy - Bright Futures/Community resources
 - b. Collaboration with Grand Lake Mental Health
 - c. Safe and Healthy site meetings
 - d. Utilize the Ottawa County Resource Directory
 - e. Utilization of the district school-based social worker
4. Provide resources for staff self-care:
 - a. Health Choice benefit for mental health services



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- b. Professional Development for stress and mental health
- c. Site team building activities and supports

Academics and Growth

Miami Public Schools will use current Oklahoma Academic Standards to establish the curriculum throughout all models of instruction, including virtual learning. Current policies for credit accrual set forth by the Miami Public Schools Board of Education will be applied.

Enrollment:

1. MPS enrollment will adhere to the following guidelines:
 - a. Kindergarten - enroll at Wilson Early Childhood Center
 - b. 1st - 3rd grades - enroll at Central Office
 - c. 4th - 6th grades - enroll at Nichols Elementary
 - d. 7th - 12th grades - enroll at the counseling office at MHS
2. All enrollment forms will be provided at the site of enrollment

Attendance: *Aligns with Board Policy FDC-R1*

Any student exhibiting symptoms related to COVID-19 should stay home from school to limit the possibility of exposing others. Any student who develops a fever and/or any other symptoms will be evaluated and possibly sent home. Any absence related to COVID-19 will be listed as a medical related, excused absence and will be tracked for reporting purposes. If possible, students will be expected to engage in distance learning during these absences. The building principal will have the final authority to excuse or not excuse any absence per the current attendance policy.

Calendar:

1. MPS has adopted a new calendar which includes the following:



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- a. Front-loaded professional development to address the following:
 - i. Learning applications and programs
 - ii. Student engagement (both online and in person)
 - iii. District procedures and protocols
- b. Built-in virtual learning days

Remediation Plan:

1. Assessments - to be completed within the district window.
 - a. K-3 reading -Amira/ Exact Path / Literacy First / RSA plans
 - b. 4-12 - Exact Path reading & math
 - c. 9-12 - USA test prep, ACT Academy, Edgenuity
2. Remediation
 - a. PLCs will work to assess student achievement and adjust pacing. Power standards will be a focus while designing the pacing.
 - b. Skill and intervention groups will be established based on BOY assessments and held during the following periods:
 - i. K-6 - Walk to Read / Classroom small groups
 - ii. 7-12 - Encore / before and after school tutoring / study skills courses

Virtual Learning Contract:

All students enrolled in this program are required to agree to the following conditions of enrollment. Failure to comply with this agreement may result in being exited from the program.

Parents will agree to the following upon admittance into the program:

Attendance and Commitment



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- Committed to attending virtual classes for at least one semester (7th-12th), or for one quarter (KG-6th).
- Actively learning in my online classes for a minimum of 15 hours per week.
- 2-way communication with the assigned virtual teacher on a weekly basis.
- A minimum of 1 hour per week at the Virtual Academy, or other agreed upon site within Miami Public School. Additional hours may be required by the virtual teacher, dependent upon student performance. Exceptions may be made at the discretion of the virtual teacher/director.
- Adherence to the course schedules, and understand that drops will be allowed as outlined by the district.
- Attendance is based on the hours ~~am~~ active in online classes, as well as present at the required in-person appointments at the Virtual Academy. Failure to meet the minimum attendance requirements will result in a referral to Truancy Court.

Parent/Guardian Commitment

- Agree to monitor and support the student in his/her studies, agree to be accessible to the virtual teacher to discuss student progress, and promote good attendance and time management for the student.
- Create and access a PowerSchool Account to assist in monitoring the student.
- Parents of a student in 6th-12th grade, will sign up for a parent Edgenuity account.

Acceptable Use Policy

- Students agree to participate in program activities in a positive manner and follow rules, as set forth by program staff.
- Anything the student does within the course(s) can be retrieved and monitored by the teacher/mentor/director at any time.

Tests/Exams

- If full-time online, take grade appropriate state and district assessments as required.
- These assessments must be taken in person, and must attend the appointments in person.

Technology

- Students are offered a computer and internet access and/or already have ready access to a computer and Internet access.



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- All district technology policies apply in this learning environment.
- Students may be financially responsible for any damages incurred.

Transcript

- All final scores provided by the teacher will be converted to a letter grade and will be listed on the transcript. The grade from courses will be included in the cumulative grade point average (GPA).

Cheating/Plagiarism

- Cheating is considered a serious academic offense. Families agree to abide by the following rules:
 - Examples of cheating include, but are not limited to:
 - Unauthorized sharing of test answers.
 - Unauthorized sharing of class assignments or homework.
 - Plagiarism.
 - For the purpose of this offense, plagiarism is defined as: the unauthorized representation of another's work as one's own. In addition, any unethical practice which compromises the integrity or teacher's intent of an assignment, test or quiz such as (but not limited to) the use of unauthorized resources (calculator, teacher materials, textbooks, another learner's work, etc.) shall be deemed to be cheating or plagiarism.
- Disciplinary action for cheating/plagiarism is as follows:
 - First offense – Loss of grade for assignment, parent and administration informed.
 - Second offense – Loss of grade for assignment, suspension from class until a conference is held with parent and administration, and possible failure of course.
 - Third offense – Automatic failure/loss of credit for course. Learner/Parents to cover the cost of the course.
 - The administration reserves the right to treat subsequent offenses in separate school years at the second and/or third offense levels

Training for Staff, Students, and Families:

1. Staff needs:



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Training will be conducted on an as needed basis for staff on programs being utilized by the district for both in-person and online learning.

2. **Student needs:**

- a. District-wide on-site student training:
 - i. Email
 - ii. Powerschool
 - iii. Canvas
 - iv. Nearpod
 - v. Edgenuity
 - vi. Exact Path
 - vii. Amira
 - viii. Classlink
 - ix. Digital Citizenship
 - x. Proper care and use of tech devices

3. **Family needs:**

- a. Tutorial videos will be linked on student Canvas
- b. Instructional documents will be posted on student Canvas
- c. The Virtual Academy will offer on-site training opportunities for parents/guardians periodically.
- d. Individual parent/student orientations (virtual option if needed)

Response to Disease Levels:

Level 1 - In person learning

Level 2 - Virtual learning based on active cases at each site.

Technology Plan: Ensuring equity of access for all students during distance learning.

1. District-wide one-to-one technology
 - a. iPads for grades PK-2



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- b. Chromebooks for grades 3-12
- 2. Connectivity
 - a. Increased wifi expansion
 - b. Hot spots provided based on district established criteria for need
- 3. Instructional Technology
 - a. Single-Sign-On: Class Link
 - b. Learning Management System: Canvas
 - c. Content Management System: Nearpod, Edgenuity, Exact Path
 - d. Assessment and Remediation Systems: Amira, Exact Path, USA Test Prep, IXL, and other available online resources.



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Instructional Models:

<p style="text-align: center;">Option #1 ALL ON-SITE Traditional Classroom Setting</p>	<p style="text-align: center;">Option #2 ONLINE & ON-SITE Distance Learning Level 2 response</p>	<p style="text-align: center;">Option #3 ALL ONLINE Virtual/Online Education</p>
<ul style="list-style-type: none"> ● Remain an MPS student ● In-person learning, conversations, and engagement ● Social interaction with peers and staff for preparation of living in a connected world ● Immediate access to learning commons (library/media center) ● Learning Management System (LMS) - Canvas connects all teachers, students, and parents for seamless learning transitions ● 24-7 online access to submitted and/or graded assignments ● Technology provided ● Participate in school-sponsored activities and programs <p>All students automatically enrolled in Option #1</p>	<ul style="list-style-type: none"> ● Remain an MPS student ● Content Management System (CMS) used for easy transition between a traditional classroom setting and distance learning ● Canvas (LMS) connects all teachers, students, and parents for seamless learning transitions ● 24-7 online access to submitted and/or graded assignments ● Technology and internet provided, as needed ● Participate in school-sponsored activities and programs <p><i>*This option is only available for students in 7th-12th grades, or for those with a short-term illness/absence due to a health-related reason. Doctor documentation must be provided and parents must contact the site for further instruction.</i></p> <p style="text-align: center;">or</p> <p><i>*Activated by Superintendent of Schools</i></p>	<ul style="list-style-type: none"> ● Remain an MPS student ● Available for all students, grades 1st-12th ● Accessible anywhere ● Flexible schedule ● 24-7 online access to submitted and/or graded assignments ● Supervised by MPS certified teachers ● Communication between teacher and parent, with regular updates provided ● Technology and *internet provided, as needed ● Participate in school-sponsored activities and programs, as long as the student is enrolled in one hour during the regular school day and physically on campus during the class period. <p><i>*This options is available to students at parent request</i></p> <p style="text-align: center;">or</p> <p><i>*Activated by Superintendent of Schools</i></p>



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Links to Resources

Oklahoma State Department of Education - [OSDE COVID-19 Resources](#)

Oklahoma State Department of Health [OSDH COVID-19 Alert System](#)

Center for Disease Control [CDC COVID-19 Webpage](#)

Harvard Global Health Institute - [National COVID-19 Tracking System](#)

Miami Public Schools - [MPS Website](#)