Maysville Public School

Safe Return Plan

2023-2024

*Maysville Public School is committed to help each student reach their full potential while developing their pride in self, school and community.*

Maysville Public School has continued to be in close communication with the County Health Department, the Oklahoma State Department of Education, and has continuously monitored the Center for Disease Control and Prevention guidelines to ensure the safe return to campus for all students and staff. School will resume on Wednesday, August 10th for all students. The district will continue to implement strategies to overcome any learning gaps that resulted from the COVID pandemic. To prepare for uncertainties in the fall, the district will have built in virtual days during the school year (Appendix A – District Calendar) in case for possible closures and scheduling options for families. The district is preparing for a traditional, virtual and a hybrid learning plan as well as preparing for intermittent building closures.

During the development of the MPS Safe Return Plan the following areas were priorities:

HEALTH & SAFETY

Safety will continue to be central to our decision-making for the coming year and will drive our fiscal investments. We will adhere to the most current COVID-19 related guidance and best practices from the Garvin County Health Department and Centers for Disease Control and Prevention.

Some examples of this priority in action include…

* Assessing and preparing our facilities for social distancing
* Planning for personal protective equipment for students and staff
* Establishing cleaning and disinfecting protocols that meet CDC guidelines
* Preparing for the safe operation of transportation and meal service
* Training and signage to support hygiene practices and social distancing

We will be in-person as much as is possible. We will accomplish this by being flexible while staying safe. The approved school year calendar has built-in virtual days to prepare students, staff and families in-case the district must close due to confirmed positive case(s) of COVID-19. The district will continue to follow evolving guidance from the CDC.

Maysville Public School will refer to the CDC-recommended approach to handling positive cases and outbreaks while communicating with the Garvin County Health Department. Contract tracing in combination with isolation and quarantine, will comply with state and local health department guidelines. Closures may be district-wide, site-based, or by classroom according to each case with guidance from the local health authorities.

The district has partnered with the local health department and the local medical clinic to provide opportunities for COVID vaccinations. The Garvin County Health Department offers all three vaccines at no cost. The district will assess and prepare our facilities for social distancing to the best of our abilities. The district is planning for personal protective equipment for students and staff. The district has established cleaning and disinfecting protocols that meet CDC guidelines and has prepared for the safe operation of transportation and meal service. Per case basis, appropriate accommodations for children with disabilities will be incorporated to ensure the health and safety of our students. Training and signage to support hygiene practices and social distancing will also be incorporated throughout the district.

If the number of positive cases of COVID-19 rise to the point that the state limits the number of people allowed in a building or space, the District is preparing for a mix of face-to-face traditional learning and at-home instruction for those students choosing the Traditional Learning Plan. The district is developing a Contingency Learning Plan that would allow only a portion of the students in the building on any given day while the remainder of the students would continue instruction at home. On those school days where students were not reporting to the building, learning would continue to take place at home and attendance would continue to be counted.

*Screenings*

Daily temperature checks for every student and staff member will be required. Students will have their temperatures checked upon arrival to campus or boarding a bus. Staff members will self-screen prior to coming to work. Screening of all visitors via health attestations and temperature checks will be conducted at the office. Non-essential visitors will be limited i.e. mystery readers, classroom volunteers, external groups and organizations. All visitors will be highly encouraged to wear a mask. Individuals with a temperature of 100.0 ℉ or higher will be required to return home. Students entering the school building or boarding a bus will be required to have their temperature checked. A student who exhibits a fever of 100 ℉ will be immediately isolated in a predetermined room, parent will be contacted and student will be sent home and take a sick day. Student will be identified in a Google form for necessary staff to communicate with health officials.

Students and staff entering school buildings are required to complete a checklist for safety guidelines each day and may be asked to produce the checklist if contact tracing is necessary. (See below.) Letter to parents communicating the checklist will be sent. Attendance at school will confirm student or staff has answered “no” to all questions. Answering “yes” to any of the questions means student or staff should remain off-site and take a sick day.

\_\_\_\_\_ 1. Does your child/ Do you have a temperature of 100 degrees or more today?

\_\_\_\_\_ 2. Does your child / Do you have a sore throat?

\_\_\_\_\_ 3. Does your child / Do you have a cough?

\_\_\_\_\_ 4. Does your child / Do you have a loss of smell or taste?

\_\_\_\_\_ 5. Does your child / Do you have shortness of breath?

\_\_\_\_\_ 6. Does your child / Do you have close contact with a positive COVID case?

Student or staff who has been sent home due to temperature must remain out of school until fever free with no fever reducing medication for at two (2) days. During this time the student will become a distance learner according to district procedures. Daily off-site attendance will be taken through the digital platform as stated in the district’s digital learning guidelines.

Any students or staff who are sent home due to fever will not be allowed back in school until one of the following: 1) negative COVID-19 test and forty-eight (48) hours fever free without fever reducing medication, 2) must be forty-eight (48) hours fever free without fever reducing medication and have no other symptoms and must not have been exposed to COVID-19. If exposed to COVID-19, test on day five (5) and if a negative result, student may return to school on day eight (8). If exposed to COVID-19, student may return to school on day ten (10).

*Disinfecting*

Daily deep sanitations of campuses and buses, especially high-touch areas. Hand sanitizer will be on school buses and in every classroom and hallway. Procedures and protocols have been established to increase physical and social distancing if possible on buses, in classrooms, during lunch, at recess, and during arrival and departure times. If notified of a positive COVID-19 case, the area(s) will be closed off. Custodial staff will wait 24 hours before beginning the cleaning and disinfection process to minimize potential for exposure to respiratory droplets.

Others strategies to assist with the health and safety of students and staff are: marked one-way traffic in hallways, bathroom monitoring to avoid overcrowding, installation of Plexiglas dividers in the cafeteria, front office areas where needed and other high-traffic areas, the purchase of face shields and masks for those staff members whose job requires extreme close proximity with students, hourly hand washing breaks and sanitize hands when entering and exiting rooms, along with respiratory etiquette discussed with all students.

*Additional strategies*

Within the educational settings, it is suggested to avoid use of shared supplies. Hand sanitizer and cleaning wipes will be available near shared equipment and copiers. Backpacks will be stored in lockers and not carried around the buildings. Drinking fountains have been replaced with bottle refilling stations. CDC encourages staff and students to bring their own water bottles. There will be an increase in the frequency of cleaning and disinfecting surfaces. Air ventilation has been checked and outside air does pass through all classrooms. The air units will be checked regularly to ensure proper ventilation. New A/C units will be installed during the 2021-2022 school year to improve ventilation across the district. Recess at the elementary will be staggered and the number of students will be limited on the playground at any one given time. The district will emphasize staying home when sick, covering coughs and sneezes appropriately, clean frequently touched surfaces and washing hands often. Seating charts for all classes will be required to aid in contact tracing. Teachers will maximize classroom space by removing reading nooks, center areas, etc. The district discourages sharing of items that are difficult to clean or disinfect. If shared, then items will be sanitized between each use. If possible students will remain in the same classroom and their subject teachers will rotate across rooms. All elementary students will be issued their own personal ear buds to be used during computer time. High school students will not congregate in the lounge at lunchtime. If weather permits, they will be outside but if inclement weather they will social distance in the gym bleachers with 10-12th sitting on the north side and 7-9th sitting on the south side.

*Transportation Health & Safety Priorities*

Maysville will continue transportation services during the school year; however, due to the insurmountable difficulty in social distancing on a school bus, it will be up to the parent and student as to whether they wish to take the risk of COVID-19 exposure to ride the bus. The district is recommending families make alternate transportation plans, other than the school bus, for students, if possible. To limit numbers on the bus, bus riders must live beyond ¼ mile from their designated school site. The drivers will maximize the air flow on the bus by opening windows, if possible. **All riders will be required to set in their assigned seat.** A seating chart will be used if contact tracing is needed. Students will be screened when they board the bus. If they have a temperature of 100.0℉, they will have to return home. If parents are not home, then they will be required to wear a mask, sit in the first row of seats, ride to school and exit the bus to the school’s isolation room until parents can come and get their student(s). Enhanced bus sanitation practices including frequency and timing have been implemented. It is recommended for all students and drivers to wear masks and use hand sanitizer when boarding the bus. The campuses will have additional entry points to reduce the size of each group and support staggered arrival. There will be staggered arrivals of bus riders, walkers and cars to reduce the size of each arrival group and the number of students entering the building at any given time. (Appendix B: District’s letter to parents regarding transportation/buses).

*Elementary Campus*

Car riders and walkers enter through the west entrance of the building. Screening protocol will be conducted at this doorway.

Bus riders will enter through the north entrance of the building.

End of the day departure will remain the same.

*High School Campus*

Entrance through the south entrance by the office. Screening protocols will be conducted at this doorway.

End of the day departure will remain the same.

*Child Nutrition Health & Safety Priorities*

The district will modify meal services to ensure social distancing and minimize student gatherings/transitions, while continuing to provide nutritious meals. The Child Nutrition staff will be preparing and packaging meals in the cafeteria. Breakfast will be served in the classrooms at both campuses. Breakfast will be prepared and individually packaged. Lunch will be served through the line, students will practice social distancing and Plexiglas has been installed as a safety precaution. The Child Nutrition staff is setting up a process for grab and go meals for students during distance learning days and/or virtual learning. The district has enhanced cafeteria and kitchen sanitation practices including frequency and timing. Elementary students will no longer congregate in the mornings in the multipurpose building.

*Extra-Curricular Activities*

Maysville will follow the guidance of the OSSAA and our local health department while supporting our students in their athletic and activity programs. These programs will be available as allowed by our current status with COVID-19.

The district will prioritize the needs of our most vulnerable staff and student populations. The district will layer safety practices as much as possible to address the health and safety of all. Age-appropriate safety signage will be printed and provided to both campuses and placed in designated areas by the start of school. Staff training on the type of signage and procedures related to social distancing, directional signs, and proper disinfection strategies will be scheduled during district In-Service prior to the start of the school year.

**FACE COVERINGS ARE HIGHLY RECOMMENDED AND ENCOURAGED FOR ALL STUDENTS, STAFF AND VISITORS.**

STAFF & STUDENT WELLNESS

We will continue to invest in social emotional learning and further elevate tools and resources for fostering inclusive classrooms and community. We will also support our students, families, and staff with supports and referrals for wellness outside of the classroom and workplace.

Some examples of this priority in action include....

* Partnering and planning to address food insecurities in our school community
* Developing a system to gather and address family needs district-wide
* Professional development and resources focused on supporting student social and emotional needs
* Investing in differentiated social and emotional wellness supports for students and staff

The district was able to continue the summer meal program a second year. Numerous families benefitted by the Seamless Summer Feeding program. If the SDE waiver is granted, summer meals will continue.

Social, emotional surveys will be administered by the district counselor to identify student and staff needs in order to identify the district’s focus of support. As an Oklahoma Certified Healthy School, the district promotes employees and students eating healthy, exercising, getting enough sleep and finding time to unwind. The district will continue providing professional development to address the social and emotional learning (SEL) needs of our students. The district invested in SEL program to assist staff and students with the stress and anxiety impacting their lives. The district encourages employees and students to talk with people they trust about their concerns and how they are feeling. The National Distress Hotline is 1-800-985-5990, or text TalkWithUs to 66746. The district is working with South Central Medical Center in Maysville to establish a partnership to provide students and staff alternatives to essential medical and social services.

SUPPORTING OUR EDUCATORS

We will focus on developing skills and comfort with the tools our educators may need for distance learning during the 2022-2023 school year. We will continue to invest in professional learning to develop, sustain, and grow strong instructional practice.

Some examples of this priority in action include....

* Providing consistent, well-supported tools for both in-person and distance learning
* Offering in-service training to succeed in a distance environment
* Providing all staff with the training they need to keep themselves and their students safe
* Creating safe teaching and learning options for our students and staff

Training will be centered around increased health and safety practices for educators and students. In-service will have specific training on proper cleaning and disinfecting protocols to combat COVID-19. The district has secured outside experts to provide meaningful professional development supporting student and teacher success in a virtual environment.

Reconfiguring space in classrooms to create social distance among students is the recommended safe approach. Removing reading nooks, center areas, etc. will increase floor space. The district will attempt to maximize distance between occupants within each classroom allowing for clear paths of circulation for teachers and paraprofessionals to move about the room. If possible, limiting the number of students in a classroom will enhance social distancing. Desks will either be spaced out to the best of the ability and facing the same direction or grouped in small groups allowing for distance between group members. If tables and no desk, students will be spaced out and facing the same way if possible.

If a room or building is closed, educators will be assigned to different rooms/buildings to conduct virtual instruction. When/if the site or district must close due to COVID-19, teachers and staff will report to their buildings or designated location to implement the continuation of learning through our online learning plan unless health agency guidance is to the contrary. Therefore, virtual days have been built into the school calendar to allow teachers and students the opportunity to engage in a virtual environment. This will prepare everyone in case a classroom, building or the district is required to close and transition to online teaching and learning.

CONTINUITY OF EDUCATION

We will continue our district-wide focus on grade-level learning. We will focus on providing high-quality curriculum, masterful teaching, thoughtful assessment, and analysis of student work to assess rigor, throughout both in-person and distance learning settings.

Some examples of this priority in action include....

* Move toward 1:1 device assignment and prepare students and families for device use
* Establish and integrate a small set of common platforms and applications to simplify teaching and learning
* Create quality digital companions for the in-person curriculum to move seamlessly between environments
* Establish an all-virtual option for students who need or prefer a virtual format

We are preparing to return to school in a traditional format for the 2022-2023 school year. Students will have the option to choose a “Traditional Learning Plan” or a “Virtual Learning Plan (7th -12th grades). For 7th through 12th grades, Maysville Public School will offer a virtual learning option. This virtual learning option will be 100% online instruction powered by our investment in technology and software. There will also be a “Contingency Learning Plan” if the state limits the number of students in a building. The district’s attendance policy and online learning policy will address student requirements for course completion. (Appendix C: Board Policy: FDC-R1 – Attendance Policy, Regulations & EHDF – Online Instruction)

**Traditional Learning Plan**

School starts in a traditional manner on August 10th. All courses/classes will be taken at regularly assigned school sites. In-person instruction with a traditional academic school day. Multiple health and safety measures have been implemented at each site. All students will have access to a device at times throughout the day. Increased utilization of technology in order to be flexible and retain the ability to adapt should state officials determine there’s a need to do so. If the state closes the district, students would move to the Virtual Learning Plan. If the state limits how many students can be in the buildings, the district would use the Contingency Plan and students would learn through a mix of in-person and virtual instruction (or 4-12 grade students could move to the Virtual Learning Plan). If a student gets sick or someone in the home is positive for COVID-19, the student would learn remotely until the student was able to return to school for in-person instruction (or 4-12 grade students could move to the Virtual Learning Plan).

**Virtual Learning Plan (7th -12th grades)**

Virtual Learning Option for Grades 7th-12th will be 100% online learning. School starts in a virtual setting on August 12th. Students will have 24/7 accessibility to content (assignments and learning activities). Maysville Public School will have Chromebooks and Wi-Fi Hotspots available to check-out if needed. Each student will have a Maysville Virtual Teacher to provide goal setting assistance throughout learning. The district will utilize Edmentum courseware for our Learning Management Systems (LMS) as the virtual option curriculum. Families will need to sign up for the Maysville Virtual Academy by Friday, August 5th to ensure students are able to begin instruction by the 10th. An application will be required and not all who apply will be accepted based upon virtual enrollment requirements. Once enrolled in the Maysville Virtual Academy, students will not be able to switch to a Traditional Learning Plan until the end of the semester. If the state closes the schools again, limits how many students can be in a building or a student gets sick or someone in the home is positive for COVID-19, students would continue learning through a modified Virtual Learning Plan. Extra-curricular activities will not be available through the Maysville Virtual Academy.

**Contingency Learning Plan** (only IF the state limits the number of students within a building)

Contingency Learning Plan will be applicable to our Traditional Learning Plan students if the state limits the number of students within a building. The students will follow an A/B rotation with in-person learning and virtual learning occurring simultaneously. Students in Group A will attend in-person/on-campus on Mondays & Tuesday. Students in Group B will attend in-person/on-campus on Thursday & Fridays. The other three days of the week will be conducted virtually and attendance will be recorded per the district’s attendance policy. Wednesday will be designated as a deep cleaning day.

Maysville Public Schools will be utilizing Google Classroom as the Content Management System (CMS) for teachers to host instructional content. Exact Path will be used to assist students with learning gap that occurred as a result of the spring closure. Exact Path focuses on English Language Arts and Mathematics. It ties in with the existing Star Math and Star Reading the district is currently using. This will allow all students 24/7 access to assignments and activities. Teaches will be able to combine online and face-to-face learning. In the event of a school/district closure and a need to transition to distance learning, teachers will use Google Classroom or the Remind App as a means to communicate directly with students and parents. The goal of every teacher will be to create and implement opportunities for students to reach the highest level possible in a given task.

The information presented has been complied over the last two and half years. Research and planning through a series of work groups, task force and surveys have been used to develop the best plan of action for Maysville Public School. The health and safety of our students and staff are central to the planning for the school year. This plan must be a fluid framework to allow flexibility when addressing unknown circumstances that will arrive during the school year. Specific situational guidance will be issued through our Maysville App and website. We will continue to update our information that is relative to our educational programs and the status with COVID-19.

APPENDIX A: District Calendars



APPENDIX B: Parent Letter for Transportation

Letter to Parents regarding transportation/bus

*DATE*

Dear Parents.

As we begin the new school year, we are working diligently to provide a safe learning environment for our students. We know that many of our students currently ride the bus to and from school each day. We will continue to provide this option. However, we do encourage anyone that has the ability to transport their own students, please do so. All bus riders must live beyond ¼ mile of their designated school site.

Students that do ride the bus will be required to sit in their “assigned” seat each day. We will be keeping a log of all bus riders and their seat location. This will prove helpful in contact tracing should we have a positive COVID case in the future. Also note, NO one will be allowed to be at school if they have a fever of 100.0 degrees or higher. This is for the safely of all faculty, staff and students. If students have a fever of 100.0 degrees or higher, they will return to their homes. If parents are not home, then they will be required to wear a mask, sit in the first row of seats, ride to school and exit the bus to the school’s isolation room until parents can come and get their student(s).

We want parents to know that along with the seating charts, daily cleaning and as much social distancing as possible, we will also be increasing air flow, which will include having more windows down during the bus routes. We are following CDC guidelines and will do whatever is necessary to keep our students safe.

As always, your child’s safety is our top priority. We hope that you have a wonderful summer break and we look forward to the upcoming school year.

Sincerely,

Dr. Shelly H-Beach

Superintendent

APPENDIX C: Board Policy FDC-R1: Attendance & Board Policy EHDF: Online Learning

FDC-R1 - ATTENDANCE POLICY

(REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achieve­ment. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

ABSENCES

Excused absence will be granted for the following reasons:

 1. Personal or family illnesses

 2. Medical appointments

 3. Legal matters, including service on a grand, multicounty grand, or petit jury \*

 4. Extenuating circumstances deemed necessary by the principal

 5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district’s medical exemption review committee. The district’s medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
	1. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

ATTENDANCE POLICY, REGULATION (Cont.)

* 1. The student is on pace for on-time completion of the course as required by the school district,
	2. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
1. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

 1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

 2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

 1. A student may take up to five (5) days of absences by arrangement per semester.

 2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.

 3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

 4. Absences by arrangement will count against a student's exemption from semester tests.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. Eighty (80)% of the grade will be counted. Ten (10) unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy

A student is considered truant when absent from the classroom with­out the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

Tardies

 1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.

 2. A student who is more than twenty (20) minutes late is counted absent for the period.

 3. Three (3) tardies will constitute an unexcused absence from that class.

ATTENDANCE POLICY, REGULATION (Cont.)

Any student who exceeds the ten (10) day limit for unexcused absences may appeal to the board of education for reinstate­ment of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of

days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child’s medical needs will be considered a significant medical condition.

Maysville Virtual Academy –Attendance requirements

To be counted present in the MVA, students will:

* Participate in every course each week for an average of one (1) hour per day per course (300 minutes weekly in each course as a minimum.
* Log in and work on courses for at least 360 minutes (6 hours) each day which is an average of one hour per course per school day.
* Complete and submit course assignments as indicated on each Pace Chart in accordance with due dates to make adequate progress toward course completion.
* Communicate with MVA staff as needed via zoom, telephone conversations, email correspondence, and or IM.
* Check email at least once daily and respond to any teacher or staff inquiries within 24 hours.
* Adhere to the MVA school calendar for attendance days; however, students may choose to work on non-instructional days (i.e. Spring Break week).

\* LEGAL REFERENCE: 38 O.S. §37

 70 O.S. § 10-105

 70 O.S. § 3-145.8

 EHDF - ONLINE INSTRUCTION

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Maysville Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate, and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all student have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma’s Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests provided. Students will be allowed to participate in extracurricular activities in accordance with requirements set by the school district.

Definitions

**Synchronous instruction** occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

**Asynchronous instruction** is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

**Supplemental online course** is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

**Educationally appropriate** means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made at the local school district level.

**Distance learning plan** means a plan implemented under a public school or charter school’s distance learning policy, describing any means by which instruction will be delivered to students outside a traditional school setting. A distance learning plan must meet the requirements set forth in the state accreditation standards.

**Two-way interactive video instruction** provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

**Virtual instruction** means the use of the internet or other such digital information transmission systems as the primary medium of instruction. Virtual instruction may be synchronous or asynchronous or may become synchronous or nonsynchronous instruction.

In the event of an emergency declared by a federal or state government entity that impacts the operation of public schools in Oklahoma, or upon an action taken by the State Board of Education declaring such an emergency that leads to the temporary emergency closure of school campus or otherwise significantly impairs the operation of public schools in Oklahoma, the school district may implement distancing learning plans which provide for distance learning that is accessible to all students.

The district may provide for short-term implementation of a distance learning plan due to a localized emergency such as a weather-related school closure or a localized public health emergency. The school calendar may include one or more emergency closure “makeup days” to be delivered through the distance learning plan.

Prior to the implementation of virtual or distance learning plans the district will survey parents and guardians regarding educational services and technology capabilities. After surveying parents and guardians, the district shall make individualized determinations of which students would be able to access virtual instruction. Those students unable to access virtual instruction would be provided an equitable education through distance learning options.

Guidelines

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommend by the State Department of Education:

1. Virtual instruction, distance learning, and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.

 2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.

 3. Only students who are enrolled in this district, either as resident students or transfer students, will be granted access to supplemental online courses. Records of student enrollment and attendance shall be maintained through the school’s authorized student information system consistent with state accreditation standard requirements.

 4. Requests for enrollment in supplemental online courses shall be as follows:

 a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.

 b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.

 c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal’s recommendation and the student shall be afforded the opportunity to appeal the principal’s decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and nonappealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

 5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a

 liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.

 6. Students earning credit by means of virtual instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district.

 7. Courses offered for credit by means of virtual ~~online~~ instruction shall be aligned with the Oklahoma Academic Standards (OAS).

 8. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted “present” or “in attendance” when the supplemental online course provider provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

 9. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student. Under all circumstances the provision of the Family Educational Rights and Privacy Act (FERPA) apply to student data held or accessed by any public school or its contractors or agents, including any contracted provider of virtual instruction or other distance learning media.

 10. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

 11. All federal and state statutes and regulations pertaining to student privacy, the transmission or posting of images or other content on the internet or World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.

 12. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.

 13. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction.

 These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.

 14. Instructors of virtual courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

 15. Participation in the distance learning plan must be accessible to every student regardless of household resources. If the school district delivers its home-based education program solely through virtual instruction, any participating student who does not already have access to the necessary connectivity and/or devices shall be provided the connectivity and devices necessary to access the instruction free of charge. If the district cannot provide connectivity and devices for all students due to limitations such as budget and/or geography, the distance learning plan must provide for alternative methods to deliver equitably equivalent instruction to all students.

 16. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

REFERENCE: 70 O.S. §1-111