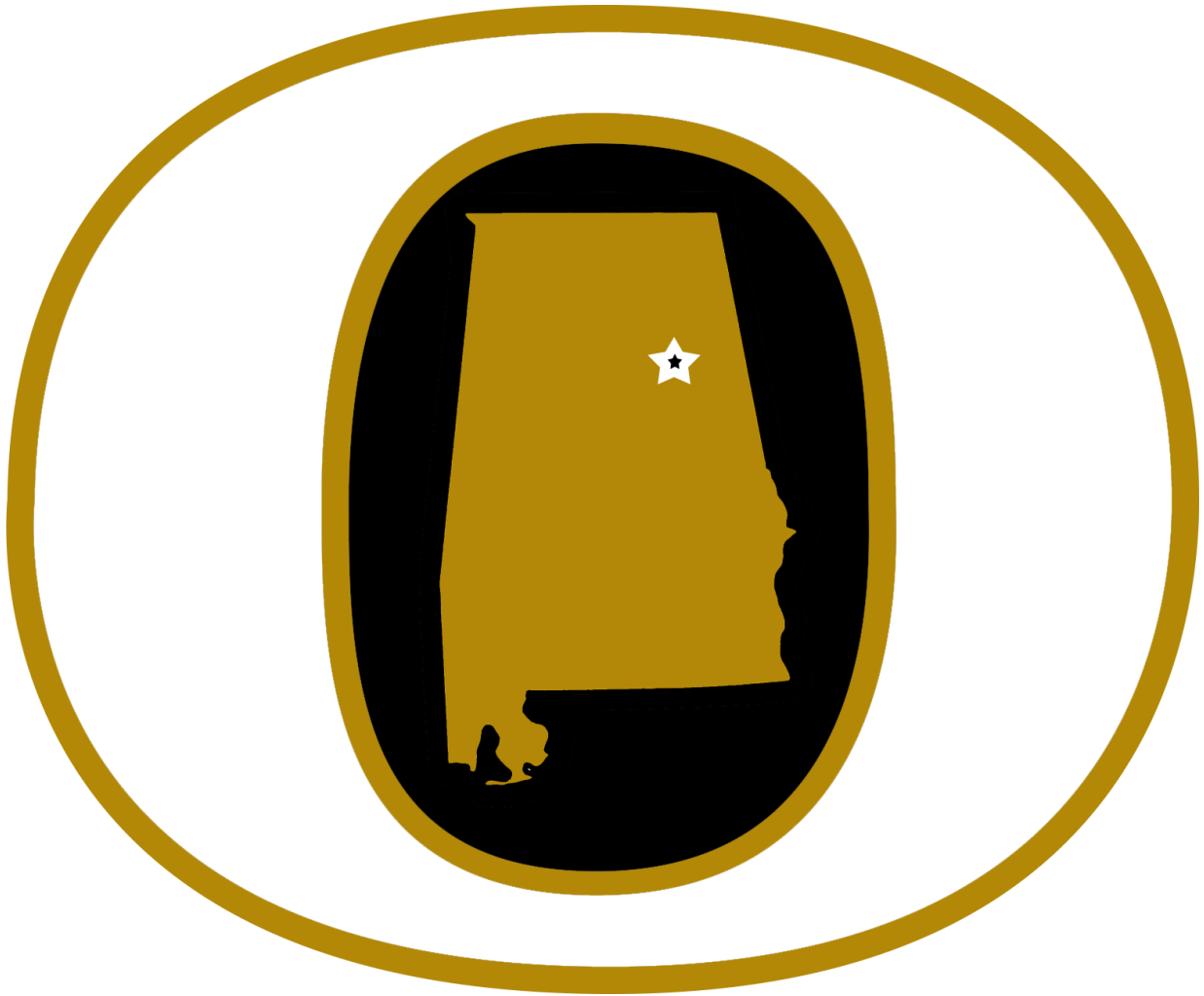


# Oxford City Schools

Together We Are Better! Together We Carry On!



## Return to In-Person Instruction Plan Operations, Wellness and Instructional Handbook

**Goal:** To work together to make well informed decisions for the physical, social, emotional and academic well being of **ALL** students. To sustain the safe operation of schools.

Any Health Order by Federal, State or Local officials with governing authority over the Oxford School District supersedes the contents of this plan

As of May 31, 2021, the State of Alabama is no longer under its "Safer Apart" order.

Individuals are encouraged to do their own research regarding facial coverings to make the best personal decision for themselves or their child.

**Additional Information and Resources**

[CDC Guidance on Wearing Masks](#)

[CDC Guidance If Fully Vaccinated](#)

[CDC Find COVID Vaccine](#)

## Sanitation



### Sanitization & Personal Hygiene



#### Staff

Staff will be asked to wash hands routinely or when needed.

#### Students

Students will be asked to wash hands routinely or when needed.

#### School and Classroom Cleaning and Sanitization



- District custodial staff will be trained on cleaning and sanitization guidelines for school facilities.
- Custodial staff will be provided with a written guide laying out step-by-step responses and procedures to be followed for proper cleaning and sanitization.
- Custodial and maintenance staff will be trained in the safe use of chemicals and equipment to be used in cleaning and sanitization.
- In conjunction with the school principal, custodians will plan for the cleaning of individual school facilities during the school day (classrooms, restrooms, hallways, water fountains, offices, etc.).
- School level and district staff will assist custodians and other personnel in planning for the cleaning and sanitizing of facilities outside the normal school day (as needed).



#### School Buses

- District transportation staff will be trained on cleaning and sanitization guidelines for transportation.
- School buses will be cleaned and sanitized daily by transportation staff.
- Transportation staff will be trained on procedures for reporting a sick passenger.

## School Screenings



### Screening Stage 1 (Home with parents)

- ❖ Families are encouraged to familiarize themselves with symptoms of COVID-19 and screen each child daily before leaving and after returning from school.

**Major Symptoms include:** New Cough, Shortness of Breath, Difficulty Breathing, New Loss of Taste or Smell

**Minor Symptoms include:** Fever or Chills, Muscle or Body Aches, Fatigue, Congestion or Runny Nose, Headache, Congestion or Runny Nose, Sore Throat, Diarrhea

**See [cdc.gov](https://www.cdc.gov) for other possible symptoms**

- ❖ Families are encouraged to **self-report** symptoms of illness to school nurses or principal or health care providers.
- ❖ Students showing signs of illness must be kept safely at home.
- ❖ Students with a temperature of 100.4 or greater should stay home and consider Coronavirus testing if no other explanation is available.
- ❖ Parents should ask or monitor their children every morning for COVID-19 major symptoms which include: new cough, shortness of breath or new loss of taste or smell. Minor symptoms which include: congestion, fatigue or gastrointestinal symptoms. Students showing symptoms should be kept home from school.



### Screening Stage 2 (Transportation)

Only students that are COVID-19 symptom free should be riding school buses.



### Screening Stage 3 (School)

Staff will visually check for symptoms (which may include temperature checks) and/or confirm with family that students are COVID-19 symptom free as needed.

## ACADEMIC PATHWAYS, SCHEDULES AND CLASS MODELS

### Schedule and Class Models

- **Traditional School**- Face to Face (F2F) 5 full days per week.
- **Virtual School**- Students do not attend classes on campus. (A blend of remote and online models are utilized.) Application and acceptance required

### Definition of Instructional Models

- **Remote Model** - Students may receive instruction in a “live” scheduled learning session.
- **Online Model** - Students work more independently and submit assignments through an online learning management system.

## Educational Pathways for Families

<input type="checkbox"/> <b>Pathway 1</b>	<b>K-12</b>	Traditional School (5 full days per week) Return to In-Person Instruction
<input type="checkbox"/> <b>Pathway 2</b> <b>(Application and Acceptance Required)</b>	<b>K-12</b>	OCS Connection Virtual School (Fully Online)

**\*\*Oxford City Schools will follow the Alabama Course of Study Standards in all courses.**

**\*\*Oxford City Schools will follow the Alabama Literacy Act Implementation, including report of reading deficiency numbers and percentages as well as the screening process for students using early reading and math assessments regardless of educational pathway.**

### **Instructional Technology**

- ❑ All students will use Schoology as their primary learning management system.
- ❑ Students in grades K-12 will have access to a device (K-4 in-school; 5-12 take-home program).
- ❑ Teachers will utilize purchased digital curriculum content from HMH Digital Cartridges and/or Schools PLP (select grades/content) as a basis to build courses in their classes.

### **General School Day Operations**

The following areas will be cleaned and disinfected regularly during the day:

- Water Fountains
- Hallways
- General Meeting Facilities
- Media Centers
- Entrances
- Areas with large social groupings (Boarding Buses, Waiting at Entrances, etc.)

### **Lunchroom Procedures**

- Schools will return to standard lunchroom procedures with safety considerations.
- Hand Sanitizer will be available in cafeterias.
- Students will return to eating in the lunchroom on all campuses. Schools will develop schedules with numbers and safety measures being considered.
- Serving lines and tables will be sanitized frequently.
- Sanitary guidelines recommended by the health department will be followed during food preparation and service.
- All students will receive free lunch for the 2021-2022 school year.
- If applicable, prepayment is encouraged for all students at schools with a la carte options at [www.paypams.com](http://www.paypams.com).

### **Transportation**

- Buses will run as regularly scheduled.
- Assigned seating may be utilized to ensure that students sit with the same students each day.
- Students must remain in their seats facing forward and clear of the center aisle at all times while on the bus.
- Buses will be cleaned and sanitized daily.

### **Extracurricular Activities**

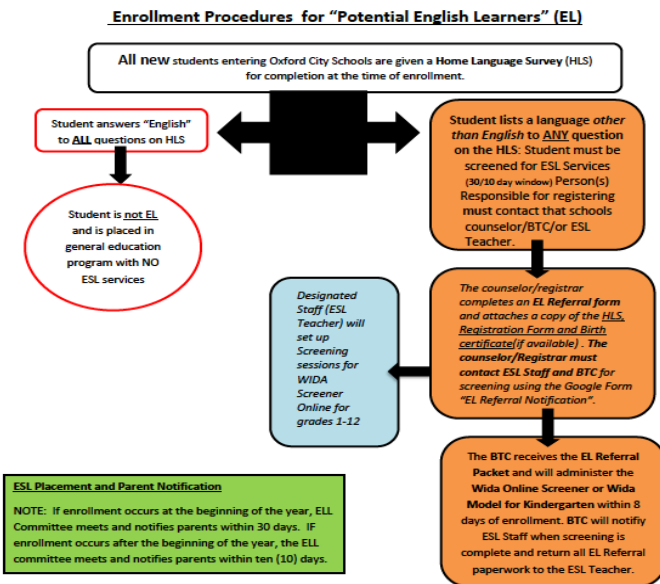
- All athletic activities will be governed by current AHSAA guidelines and OHS requirements.
- Extracurricular activities not governed by AHSAA (including but not limited to CTE, Band, Choir Robotics, JUNA, etc.) will use AHSAA guidelines as well as any guidelines from the district or school in which the activity is based. Sponsors and coaches should consult with their principal before any activity begins.
- Field trips will resume for the 2021-2022 school year.

## Special Education

- \*\* Note: All decisions made for students with disabilities are IEP team decisions.
- Additional precautions for teachers in resource and speech rooms due to the high risk or potential for bodily fluids to be spread more easily will be given consideration.
- Additional precautions for students in resource and due to pre existing medical conditions will be given consideration.

## EL Identification Process

- EL teachers and school administrators or his/her designee will review results of home language survey and begin necessary procedures of the ESL flowchart (see diagram below).
- After identification, the selected option for learning will be reviewed to help make necessary and appropriate decisions during the plan development for those students that are identified.



The EL Referral Notification is a google form. It is a quick way to inform BTC and ESL Teacher that a potential EL will need screening. Once completed, this form begins the timeline for screening and parent notification. This form is completed on the day of registration after reviewing the Home Language Survey. The person responsible for registration or school counselor then can begin preparing the EL Referral Packet.

EL Referral Packet: Paper Copies of EL Referral Form, Copy of Home Language Survey, Copy of Registration Form. This packet is used to write IELPs and contains all the information an ESL Teacher will need to complete the IELP for the student. The EL Referral Form can be located in the EL Google Drive. The EL referral packet may be sent digitally.

## Connections at Oxford Virtual Program Application Form

### General information:

Student Last Name:	First Name:	Middle Name:
Birthdate:	Gender:            M                            F	Grade:
Student Number:	School:	
Address:		
Student Email:	Student Phone:	Other contact info:
Parent Email:	Parent Phone:	Other contact info:
Guardian Last Name:	Guardian First Name:	

### Enrollment Considerations:

<b>Enrollment Status:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time. What classes are you interested in taking in the virtual environment? _____	<b>Internet Access:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Virtual History:</b> I have participated in a virtual program in the past? <input type="checkbox"/> Yes. Where? _____ When? _____ Did you complete the year in a virtual environment? _____ <input type="checkbox"/> No	<b>2020-2021 Grade Review:</b> ELA: Math: History: Science:
<b>Attendance:</b> In the past, has attending school face to face or virtually been a struggle for you? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Learning Behaviors:</b> I work well independently AND can manage tasks. <input type="checkbox"/> Yes <input type="checkbox"/> No

### Reason for Enrollment:

<input type="checkbox"/> Scheduling Conflict <input type="checkbox"/> Covid-19 Concerns <input type="checkbox"/> Accelerated Learning <input type="checkbox"/> Homeschool
--

- ☐ Credit Recovery
- ☐ Courses not offered at the school
- ☐ Other:

**Student Services:**

Does the student have an active IEP on file?

- ☐ Yes
- ☐ No

Does the student have an active 504 Accommodations Plan on file?

- ☐ Yes
- ☐ No

Does the student receive ELL services?

- ☐ Yes
- ☐ No

Is the student currently enrolled in any intervention programs?

- ☐ Yes
- ☐ No

Does the student have current medical issues?

- ☐ Yes. Expand \_\_\_\_\_
- ☐ No

Does the student currently have mental health concerns?

- ☐ Yes Expand \_\_\_\_\_
- ☐ No

**Parent Agreement:**

Please read the following.

Connections is an opportunity for a student to engage in personalized learning as a student in the Oxford City Schools District. The student is still subject to all requirements outlined in their School Handbook and the Oxford City Schools District Code of Conduct During enrollment in Connections. Initial and continued enrollment in Connections is contingent upon a student maintaining satisfactory progress in virtual coursework as determined by faculty and staff. Parents, students, and teachers will work together to ensure adequate progress toward course completion and communicate progress with the eLearning counselor.

**By signing below you understand the expectation for enrollment and agree to take responsibility for your student while enrolled in Connections at Oxford.**

Parent Signature:

Student Signature: