



**Stanley Hupfeld**  
**ACADEMY**  
**AT WESTERN VILLAGE**

# Return to Learn 2020-2021



**Stanley Hupfeld Academy creates a community of lifelong learners through positive connections and a rigorous, integrated curriculum to inspire excellence.**

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# Planning

As Stanley Hupfeld Academy (SHA) plans for reopening for the 2020-2021 school year, we have sought guidance from public health officials and governmental agencies. Specifically, SHA will follow recommendations from the Oklahoma State Department of Education (SDE) and the Centers for Disease Control (CDC).

As we develop and continually revise this reopening plan, the SHA **Safe School, Health & Wellness Committee** will ensure that all appropriate actions and safeguards are considered. This team includes representatives from school leadership, teaching staff, support staff, parents and students. In addition, this team will include community representatives from INTEGRIS Health and the SHA Advisory Board.

The SHA Advisory Board delegated decision-making power regarding contingency calendar decisions to the school's administrative team in June, 2020, with advance notification to the Board, in the event of any necessary COVID-related school closure during the 2020-2021 school year.

Stanley Hupfeld Academy parents and guardians play an integral role in ensuring student safety. Continual cooperation and adherence to the Return to Learn policies ensures that we are providing a safe educational experience.

# Calendar

- Retain basic adopted school calendar – Move start date from August 6<sup>th</sup> to August 10<sup>th</sup>
- 100% Virtual for First Nine Weeks – Based on OKCPS and SDE decisions in late July
- July 15-17: Phone calls to students/ families by classroom teachers
- July 28 & 29: Grade Level Meetings to plan Virtual Learning
- July 30 : Digital Meet the Teacher Date – Zoom Parent Meetings
  - Welcome videos from teachers posted to YouTube
  - Register parents on Class DoJo
  - Videos & messages sent through Class DoJo
  - Meet the Teacher Zoom Sessions with Families
  - Share “Parent Fact Sheet” from the SHA Return to Learn Plan

## Contingency Calendar Options

SHA will choose one option to implement. Parents are not selecting different options for their child.

- Option A: Traditional Learning
  - Traditional school model with all students attending every day as currently planned
  - Layered protection & required procedures for safety (e.g. mask wearing/ social distancing)
  
- Option B: Traditional Learning Plus
  - Traditional school model with all students attending every day as currently planned
  - Layered protection & required procedures for safety (e.g. mask wearing/ social distancing)
  - School day lengthened from 7:50 a.m. to 3:15 p.m.
  
- Option B: +10 Partial Distance Learning
  - Traditional school model with all students attending majority of days
  - School day lengthened from 7:50 a.m. to 3:15 p.m.
  - Predetermined required distance learning days (10 total days) built into calendar after breaks
  - Teachers and paraprofessionals report to the building during distance learning days
  - Full school cleaning occurs during distance days
  
- Option C: 100% Distance Learning
  - All students use distance learning entirely throughout a designated time frame
  - School closure required due to COVID-19 outbreak in school and/or surrounding area

# Training

- SHA administration will ensure all employees understand the responsibilities and goals of Virtual Learning for the first 9 weeks of school.
- SHA administration will ensure all employees have participated in adequate training to support the reopening. This training will include any new policies, cleaning and disinfecting procedures, proper use of PPE, and protocols for monitoring and reporting student mental and physical health concerns.
- SHA teachers and specialists will train students in the proper use of hand washing, mask wearing and social distancing to ensure their safety.
- Teachers will utilize distance learning software during regular instruction so that students are familiar with passwords and how to access digital content.
- SHA administration will work with local public health officials to establish **contact tracing protocols and notification process** for students and staff who may have been exposed to COVID-19. SHA will continue to share all information necessary to conduct tracing. This information will be shared pursuant to established agreements and protocols that are used for other infectious diseases.

## **Intensify cleaning, disinfection, and ventilation**

- SHA faculty will clean and disinfect frequently touched surfaces within the school at least daily (for example, door handles, sink handles) as well as shared objects (toys, games, books) between uses.
- Staff will ensure safe and correct application of disinfectants and keep products away from children.
- Custodial staff will intensify efforts in the main building.
  - All rooms will be vacuumed daily by custodial staff.
  - Restrooms will be sanitized twice a day by custodial staff.
  - Lunch tables will be sanitized before/after each lunch period by duty teachers.
- Administration will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors.
  - Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children or staff.

## Visitors/ Events

- Only staff is allowed in the building during Virtual Learning. Staff have the option of working from their classroom or from home.
  - Staff will enter & exit through their individual classroom entrance during Virtual Learning days (first nine weeks).
- SHA administration has canceled all field trips, inter-group events, and extracurricular activities.
- In order to restrict transmission of COVID-19, SHA has not planned any events, gatherings or extracurricular activities (e.g. HOUSE meetings virtually, virtual mentor visits, etc.).
- SHA administration will restrict nonessential visitors, volunteers, and activities involving other groups.
- The Positive Directions Mentoring Program has suspended face to face mentoring for the 2020-21 school year.
- Parents may call the school office upon arrival to the school (405) 751-1774 and an office staff member will assist you (e.g. picking up child for an appointment, returning forms, etc.).
- Parents and non school employees will **not** be allowed to enter the school in order to reduce the risk of spreading COVID-19.
- Parent meetings will be virtual during the 2020-2021 school year.
- Visitors will be permitted in the school **only** by appointment (e.g. IEP meetings, clinic appointments, etc.).
- All visitors must wear a mask; have temperature checked upon arrival, and practice social distancing.



## **Absences/Sick Leave**

- Current sick leave practices and policies remain in effect.
- If a student presents with fever (100 degrees or more) and/or cough, they are automatically sent home with information about COVID testing.
- A student with a fever and symptoms will be placed in isolation until a parent arrives to pick them up from school.
- A student that tests positive with COVID or has symptoms must remain home for 10 school days.
- Students will be required to participate in distance learning while sick or waiting for test results.
- Teachers will be mandated to **STAY HOME** when sick. No exceptions.
- Staff will check temperature and sanitize as they enter the building each day.

# **Safety Practices**

# Hygiene Practices

SHA faculty will promote healthy hygiene practices by:

- Checking temperature for all staff and students before they enter the building.
  - Curbside temperature check stations to monitor car riders & walkers
  - Temperature of 100 degrees or greater prevents any person, including students and staff from entering the building
  - **No one will enter the building with a temperature of 100 degrees or greater.**
- Teaching and reinforcing hand washing and covering coughs and sneezes among students and staff.
- Monitoring and enforcing safety practices including: social distancing, hand washing, sanitizing and safe practices.
- Supplying adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no-touch trash cans.
- Posting signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- Closing all public/shared drinking fountains during the 2020-2021 school year.
  - Water bottles with water must be brought from home.
  - Parents and students will be responsible for cleaning, filling and returning water bottles to school each day.
- Propping interior classroom doors to minimize door touches.

## **Masks/ Shields**

- Masks will be worn by all staff members. Shields are also provided. The best protection is offered when a mask is worn with a shield.
- Every student must have a cloth mask face covering that covers their mouth and nose.
- Students will be required to wear masks when in common areas (e.g. hallways, restrooms, to and from cafeteria, entering the building).
- Masks are recommended in the classroom when feasible, practical and not a distraction.
- Parents may request permission that their child wears a mask/face covering at any/all other times (even if socially distanced).
- Parents will be required to wash and maintain clean masks for their child.
- Individual desk shields are provided for each student and will be used as an additional barrier when students are seated and working at their desks.

## **Entry of Building**

- All students and staff will be required to wear a cloth mask when entering the building.
- SHA students will have their temperature checked and hands sanitized at the curb each day before they enter the building.
- Students that pass the temperature check will be allowed to proceed to school. Students with a temperature at 100 degrees or more will not be admitted to school.
- Students that are not eating breakfast may be dropped off at 7:40 a.m. and go directly to their classroom door. Teachers will be in the classroom.
- Paraprofessionals will assist with ensuring that students arrive to their classroom safely by monitoring hallways.
- Students that eat breakfast at school will need to wear a mask and enter through the front door of the school and proceed directly to the cafeteria.
- Breakfast will be provided and seating will be socially distanced to accommodate students. As students finish, they will wear their mask as they leave the breakfast room and proceed to the classroom and maintain social distancing through the hallways.
- Hallways will be one sided with arrows and signs to encourage social distancing.

## **Exiting of Building**

- Masks must be worn when students leave the classroom and head to their dismissal location.
- Classroom teachers should utilize the classroom outside door whenever possible for exit and entry. Ensuring that these doors remain locked and closed is essential to school safety. Doors should not be blocked open as this poses security risks.
- Students that walk home will be dismissed first each day by intercom. Students will walk from their classroom to the designated waiting area. North walkers will wait in the art hallway, masks on and socially distanced. South walkers will wait in the south hall with masks on and socially distanced. Students should follow social-distancing guidelines as they leave the property and siblings/family groups should walk together.
- Staff will escort walkers from the outside area and off the property.
- Students that ride in carpool will have designated waiting locations inside the first grade hallway and the cafeteria. Siblings and large family groups as well as daycare groups should wait at their designated location in the cafeteria until their name is called on the intercom.

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## **Restroom Breaks**

- Students and Staff are to wear masks and practice social distancing protocols when they are in the hallways.
- Students will have group restroom breaks that are coordinated so that others are not in the restroom at the same time as a classroom group.
- A limited number of students will be allowed in the restroom at one time.
- The teacher/paraprofessional will sanitize the restroom after the classroom break. This includes spraying Lysol on the handles and sink fixtures.
- The teacher will report any concerns to administration.
- Students that have restrooms in their classroom may utilize these during the day. The same group of students will be utilizing this facility throughout the day.
- The teacher/paraprofessional will check and sanitize the classroom restroom two to three times per day.

## **Lunch/Breakfast Room**

- Students and staff must wear masks and practice social distancing protocols when they enter and exit the lunchroom.
- Students will be socially distanced during lunch/breakfast with groups separated by partition walls in cafeteria.
- The teacher/paraprofessional will sanitize the table tops after lunch with a virus killing product.
- The teacher will report any concerns to administration.
- Students may bring lunch or receive a meal through the cafeteria line.
- No sharing of food items will be allowed.
- No guest/visitors for lunch. Lunch deliveries are discouraged.



## **Recess**

- Students and staff are to wear masks and practice social distancing protocol as they exit the lunchroom and proceed to the playground.
- Students will be socially distanced during recess with groups separated and playing on separate areas of the playground.
- A health lap will be utilized at the beginning of recess to allow for the previous group to exit the playground.
- Students are encouraged to play no-contact games from Peaceful Playground curriculum.
- Masks are encouraged but not mandatory on the playground if social distancing is in effect.
- At the conclusion of recess, students will line up on opposite sides of the perimeter line.
- Teachers must arrive on time to pick up students.
- Upon entry of the building students must use hand sanitizer and put on cloth mask.

## **Specials**

- Specialists will visit the scheduled classrooms daily to conduct their lessons.
- Teachers may leave the classroom as this is their plan time.
- Students will not move to specialists' classroom unless directed to do so.
- Specialists will coordinate their schedule so that once per day their classroom is used for one group of students.
- Specialists will sanitize table tops, keyboards, equipment and supplies in their classroom daily.
- Specialists will utilize the classroom practices that promote social distancing and hand hygiene.

## Classroom Practices

- A cloth face mask must be worn when entering and exiting the classroom.
- Sanitization with hand sanitizer will occur upon each exit and entry to the classroom.
- Space seating/desks to at least six feet apart when possible. If not possible individual desk dividers should be used.
- Desk dividers will be used to identify student's individual space and to help maintain distance.
- Teachers will turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
- Avoid sharing electronic devices, toys, books, and other games or learning aids. If this cannot be avoided, items should be sanitized between student use.
- Students will be supplied with their own supplies and an area to keep their supplies.
- SHA administration will notify local health officials, staff, and families immediately of a positive case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

# Distance Learning

## Preparing for Intermittent Closures

SHA will remain vigilant in preparing for sudden intermittent closures or rapid transitions to extended periods of remote learning. SHA has a digital communication plan for all parents through the *Class DOJO* app and maintains a constant state of preparedness throughout the school year. This will include packets of learning materials for students' distance learning from home, and considerations for blended learning in lesson planning.

## Closings

- Administration will check State and local health department notices daily about transmission in the area and adjust operations accordingly.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, school may close for a short time (1-2 days) for cleaning and disinfecting or longer if required.

## Virtual Learning

- 100% Virtual Learning will be in place for the first nine weeks of school. We will review and update our plan based local guidance.
- When we do return to traditional learning, Virtual Learning days may be required school wide to prevent the spread of COVID-19. During these times of virtual learning, attendance and absence policies will be in place for students and staff. Virtual Learning days will be put into place when:
  - The state closes school to prevent the spread of COVID-19.
  - If the state limits the number of students that can be in a building.
  - If a student becomes ill or a family member tests positive for COVID-19.
- Subject to the exceptions provided below, resources (instructional technology and equipment, including but not limited to devices and connectivity), are provided free of charge to all students to ensure the ability to access the virtual instruction, and if not, that equitable measures are in place and provided to students free of charge.
- Chrome Book Devices will be available for student check-out as necessary.
- A hybrid approach of paper-pencil work packets and technology based learning will be provided to maximize learning access to all students.
- All grades/courses are designed in a manner that facilitates and appropriately aligns with the Oklahoma Academic Standards.

The Virtual Learning Plan is a three-tiered approach that provides instruction, remediation support for struggling learners and an even stronger support for students with IEPs and ELL services.

- Tier One is comprised of instructional resources provided by the classroom teachers in PreK-5th.
- Tier Two is intervention support and tutoring provided for our struggling readers with the use of our trained paraprofessionals and specialist staff.
- Tier Three is in place to support our ELL and IEP students through our special education department.

The Virtual Learning Plan addresses the issue of equity of service for our under- resourced learning population through a variety of measures. We are utilizing a blended learning model of work packets (paper/pencil/workbooks) and technology. We have developed the SHA You Tube channel that will be the platform of learning.

**[https://www.youtube.com/channel/UCrgNz2nbELUhj4xNpCdO\\_yg?view\\_as=subscriber](https://www.youtube.com/channel/UCrgNz2nbELUhj4xNpCdO_yg?view_as=subscriber)**

Google Classroom will be the foundation of instruction delivery and assignments in 2<sup>nd</sup>-5<sup>th</sup> grades. Study Island, Reflex Math, Exact Path and Big Ideas Math will be utilized to practice as well as

assignments through the Google Classroom platform. For students with limited technology, they will be able to borrow a Chrome Book from the school. PreK-1<sup>st</sup> grade early learning is outlined below. In addition, we will be offering intervention support for our struggling learners and continual communication with our parents.

### **PreK & K**

- 15 minute read aloud and literacy skills including a reading task and/or writing activity
- 15 minute math lesson, activity, application practice or games focused on concepts, skills, or content (i.e. number sense, computation, problem solving, etc.) 3 times a week
- 15 minutes of reading skills practices (i.e. rhyming, sounds in a word, letter names and letter sounds)
- Extended Learning:
  - 30-60 minutes of outdoor play
  - 10-20 minutes of reading with family (books of their choice)
  - 30+ minutes of imaginative play (small toy play, dress up play, building, etc.)



## **1<sup>st</sup> Grade**

- 30 minutes read aloud or independent reading, including reading tasks or writing prompts
- 20 minutes combination of math lesson, activities, application practice or games focused on concepts, skills or content (i.e. number sense, computation, problem solving, etc.) 3 times a week
- 20 minutes science/social studies activity or lesson connected to an overarching project or topic of study once a week
- Flexible time for specials (Physical Education, Music, Art, World Language)

Teachers from each grade level will post assignments, daily video messages and resources for families. In addition, students will use our school communication app, *Class DoJo*, to connect with their teachers daily and submit images of work assignments. This is a confidential platform to ensure that we continue the standard of protecting students' rights under FERPA. In addition to these required components of the SDE plan, we will be offering supplemental activities and supports to all students through our virtual learning platform. SHA will continue to follow the directives and guidance of the State Department of Education during this time of distance learning.

Our learning packets will include classroom workbooks, readers, novels and supplies. A pick-up date will be established and communicated through Class DoJo for the distribution of materials.

By developing a platform that is user-friendly and accessible on Smart Phones 24/7, we are confident that we will remain connected with our families. Our learning interventionist team, ELL Team and Special Education Team will contact students in their caseload two times per week. They will conduct FaceTime Calls or request that videos of students reading be sent, to help facilitate reading instruction that is targeted.

These interventions will be in addition to the weekly calls from the classroom teacher. Teachers will also identify “Virtual Office Hours” to allow parents to call and discuss questions or concerns.

# Personnel

**Employee Travel Restrictions:**

- Currently there are no travel restrictions on employees or students. We will continue to monitor the CDC recommendations and adjust as necessary.

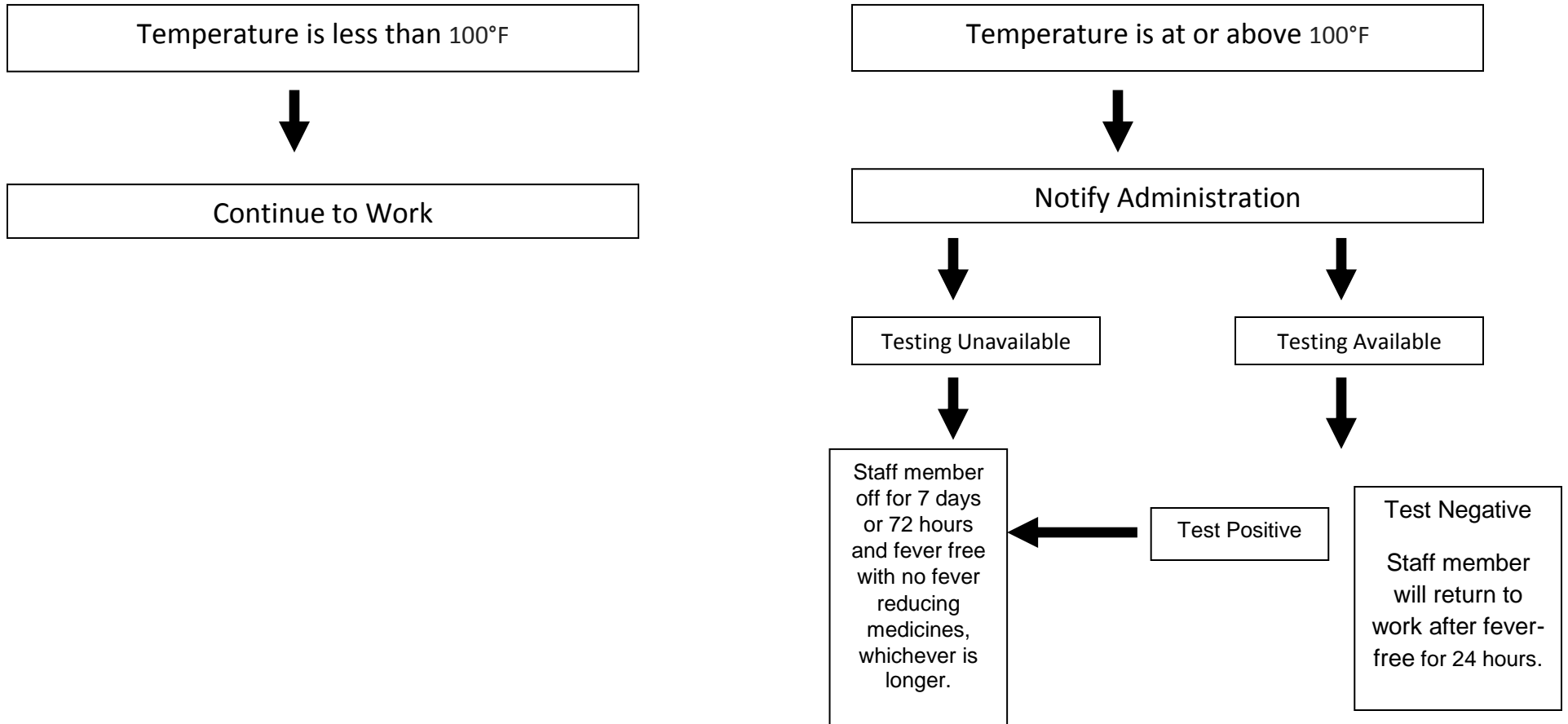
**Employee Sick Leave:**

- Current practices for employee sick leave will remain in place. (Outlined in Staff Handbook)
- Employees may use sick leave time for required quarantine.

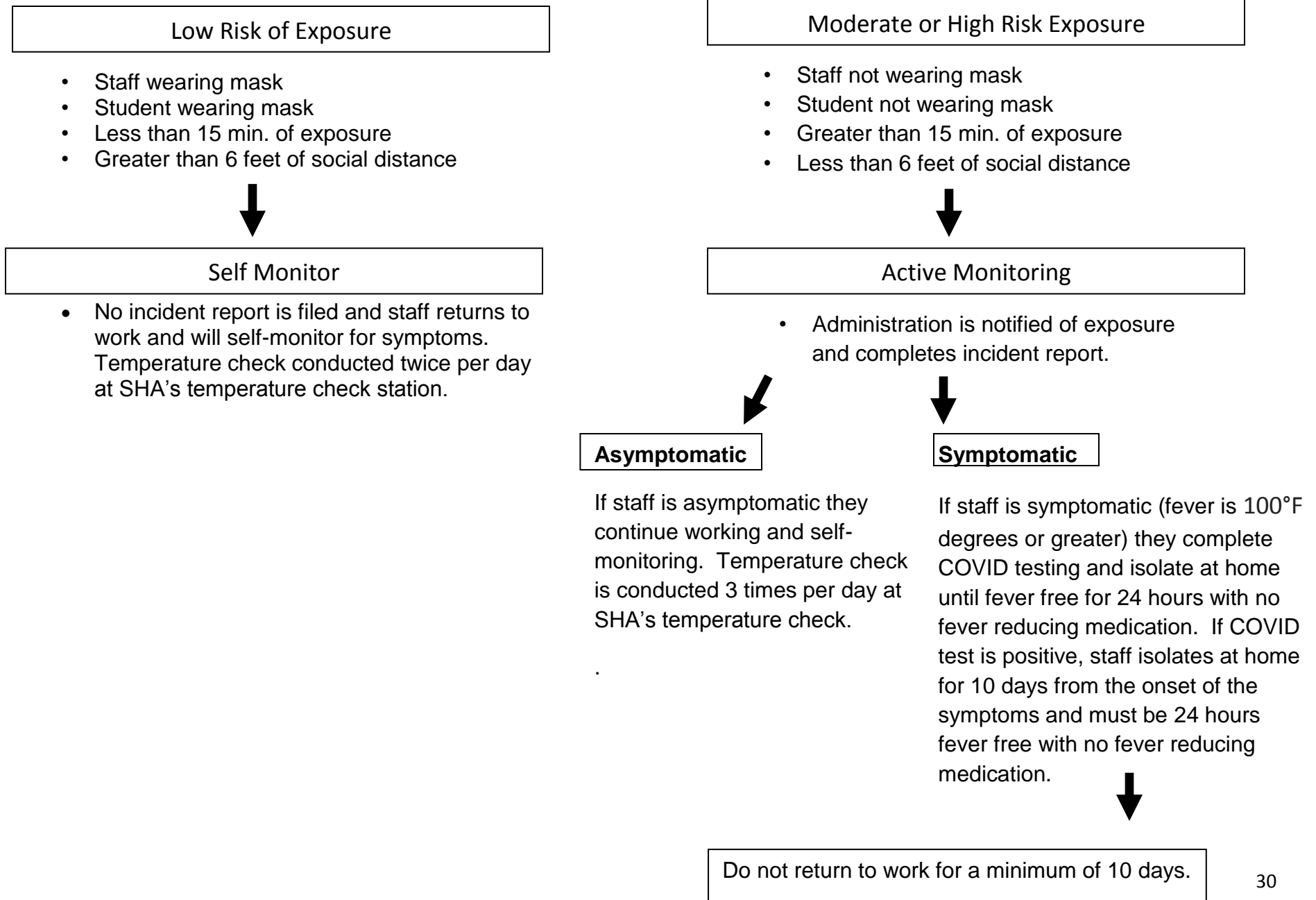
## Stanley Hupfeld Staff Screening Protocol

All staff members will take temperature twice daily. The guidance below is specific to days caregivers are scheduled to work.

All staff will take temperature BEFORE entering building at the SHA Temperature Check Station.



### Stanley Hupfeld Staff Exposure Chart



## **Staff Duties During School Closure/Virtual Learning**

- Staff will continue their assigned duties during distance learning while working remotely from home.
- Specialists and paraprofessionals will be utilized to serve the ELL and SPED populations and offer remediation support to assigned students.
- Teachers will be expected to conduct virtual learning lessons, take attendance, assess and offer remediation support.
- Weekly Zoom meetings will be conducted for all staff.
- Grade Level Team Meetings will be conducted for grade level staff.
- Grades PreK-1<sup>st</sup> will utilize Class DoJo and the YouTube Channel as its primary platform for delivering instruction.
- Grades 2-5 will utilize Google Classroom and Class DoJo as its primary platform for delivering instruction.



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Stanley Hupfeld Academy creates a community of lifelong learners through positive connections and a rigorous, integrated curriculum to inspire excellence.



Your commitment and assistance during these unprecedented times is greatly appreciated. This plan was created with guidance from the Oklahoma State Department of Education and the Centers for Disease Control and Prevention. SHA has taken a layered approach to preventing the spread of COVID-19.

### **Quick Facts for Parents/Families (Return to Brick& Mortar Building):**

- Students will need 3-4 cloth masks that fits comfortably.
- A clean mask must be worn each day and taken home to be washed.
- Students will need a water bottle to take back and forth each day to school. There will not be any access to water fountains at school.
- Students are not to bring a backpack to school each day.
- Water bottles should be cleaned and filled with water at home and returned to school each day.
- Temperature checks will occur as students are dropped off at school each day. Students that have a temperature of 100 degrees or above will not be allowed to come to school.
- You are required to pick up your child immediately if they are sick.
- Access to the school is limited to students and staff to ensure their safety and reduce risk of spreading illnesses.
- Please ensure that you download the Class DoJo App and stay connected with your child's teacher.
- Our School Story on Class DoJo will carry all announcements and updated information.
- Please ensure that you have an updated phone number on file with the school office and an emergency contact listed on your child's paperwork.