

Ponca Public Schools

The purpose of this blueprint is to provide a framework for how Ponca Public Schools will respond to the COVID-19 pandemic and its impact on the educational program during the 2020-2021 school year. The framework is structured to allow the district to be responsive to changing public health circumstances. The presence of a formal plan will also support the district in articulating its plan for next fall in a clear, comprehensive, and transparent manner.

Scenario Description Rationale:

Scenario	Description	Rationale
A	School is in session on campus for students and staff beginning in August as planned.	<ul style="list-style-type: none"> ● In this scenario, the school has a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to school on campus with appropriate safety precautions being made.
B	Altered School Calendar	<ul style="list-style-type: none"> ● In this scenario, the beginning/ending of school and/or vacation and/or PD days could be altered to meet instructional requirements as indicated in Rule 10.
C	School is in session (scenario A or B) with occasional short-term closures (2-5 days).	<ul style="list-style-type: none"> ● In this scenario, the district would anticipate providing educational continuity for students with occasional short-term closures that would be needed when a student or staff member who has been on campus tests positive for COVID-19. The purpose of the short-term closure (2-5 days) would be to contact trace, deep clean, and ensure the necessary exclusion of students and staff from campus for up to 14 days or as directed by public health officials.
D	Hybrid of on campus (in-person) and E-Learning (e-learning) instruction for social distancing purposes	<p>This plan would be used in the event that we have directed health measures that require social distancing in classrooms or limiting the number of students in a classroom. Examples could include...</p> <ul style="list-style-type: none"> ● Students remain in the classroom with teachers rotating to students. ● Assessments on campus during remote learning ● Serving Special Education and other select groups on campus ● Students remain in the classroom with teachers rotating to students. ● Students remain in the classroom to complete e-learning with support of a single teacher.
E	E-Learning	<ul style="list-style-type: none"> ● Necessary in the event of school building closure.

Operational Zones

Tiered Responses			
The following factors will be considered for movement from one tier to the next			
Green--Low Risk	Yellow--Moderate Risk	Orange--Elevated Risk	Red--Pandemic
<ul style="list-style-type: none"> No confirmed cases within the buildings No Directed Health Measures that limit the school building capacity 	<ul style="list-style-type: none"> Confirmed case(s) in building Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance 	<ul style="list-style-type: none"> Confirmed case(s) in building Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance 	<ul style="list-style-type: none"> Confirmed case(s) in building Consultation with Health Department Directed Health Measures Governor or Commissioner of Education Guidance

Academic Plans	K-12
-----------------------	------

Building Procedures				
	Green--Low Risk	Yellow--Moderate Risk	Orange--Elevated Risk	Red--Pandemic
School/Academic Plan	<ul style="list-style-type: none"> School conducted as normal Social distancing Buildings open 	<ul style="list-style-type: none"> Increased social distancing Buildings open 	<ul style="list-style-type: none"> Limited student contact, possible closure of school buildings On Campus or E-Learning On Campus K-2 	<ul style="list-style-type: none"> Closure of school buildings E-Learning K-12
Temperature Checks	<p>Temperature checks will be conducted daily on arrival.</p> <ul style="list-style-type: none"> 100.4 degree threshold (home 48 hours fever free w/o medication) Students and staff members with a temperature greater than 100.4 degrees will be sent home and allowed to return to school: 48 hours after they are fever free OR with a negative COVID-19 test OR with a doctor's note <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> Staff will take their own temp every morning in designated area. Temps will be logged in the provided notebook. If temp is above 100.4 degrees notify administration. 	<p>Temperature checks will be conducted daily upon arrival.</p> <ul style="list-style-type: none"> 100.4 degree threshold (home 48 hours fever free w/o medication) Students and staff members with a temperature greater than 100.4 degrees will be sent home and allowed to return to school: 48 hours after they are fever free OR with a negative COVID-19 test OR with a doctor's note <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> Staff will take their own temp every morning in designated area. Temps will be logged in the provided notebook. If temp is above 100.4 degrees notify administration. 	<p>Temperature checks will be conducted daily upon arrival.</p> <ul style="list-style-type: none"> 100.4 degree threshold (home 72 hours fever free w/o medication) Students and staff members with a temperature greater than 100.4 degrees will be sent home and allowed to return to school: 48 hours after they are fever free OR with a negative COVID-19 test OR with a doctor's note <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> Staff will take their own temp every morning in designated area. Temps will be logged in the provided notebook. If temp is above 100.4 degrees notify administration. 	<p>Staff Temperature Check:</p> <ul style="list-style-type: none"> Staff will take their own temp every morning in designated area. Temps will be logged in the provided notebook. If temp is above 100.4 degrees notify administration.

<p>Custodial (Hand sanitizer available at all entries)</p>	<ul style="list-style-type: none"> • Daily routine cleaning procedures of student attendance centers • Routine infectious disease protocol <ul style="list-style-type: none"> ○ Staff will comply with State and/or local health department requirements <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment & use & storage of chemicals for cleaning & sanitizing.</p> <ul style="list-style-type: none"> • Spray bottles with disinfectant provided for all K-12 	<ul style="list-style-type: none"> • Continue Level I procedures <u>plus</u> heightened disinfection of touch points or areas. • Superintendent will identify areas of specific concern and communicate to custodians of affected student attendance centers the specific area(s), surface(s), schedule, procedure and product to be used for heightened disinfection. • Custodians will provide heightened disinfection of touch points or areas of specific concern in student attendance centers identified by the Facilities Director. • Superintendent will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs. • In shared classrooms students may spray and wipe desks at the conclusion of the class period. 	<ul style="list-style-type: none"> • Continue Level I and II services <u>plus</u> increase disinfection procedures. • Superintendent will identify areas of specific concern. • Increased frequency and increased number of surfaces within classrooms to be disinfected to include daily midday disinfection of desktops and touch points or areas of specific concern identified by the Superintendent. • Superintendent will communicate to custodians of affected student attendance centers the specific area(s), surfaces(s), schedule, procedure and product to be used for heightened disinfection. • Securing affected buildings <ul style="list-style-type: none"> ○ Superintendent to designate staff to shut down and secure affected building(s). Building access prohibited by all user groups. ○ Superintendent to coordinate/communicate with staff reopening procedures for affected school(s). 	<ul style="list-style-type: none"> • Securing affected buildings • Building access prohibited by all user groups. Superintendent to designate staff to shut down and secure affected building(s). • Cleaning of buildings <ul style="list-style-type: none"> ○ Affected building(s) will be cleaned as directed by the Health Department prior to student return. ○ Superintendent will determine staffing assignments and/or procedure modifications required.
<p>Lunch (possible assigned seating)</p>	<p>Lunch served in the cafeteria. Food service will follow DHM.</p> <ul style="list-style-type: none"> • Lunch in the cafeteria with physical distancing. • Extra sanitation procedures will be used. • Some food items may be limited. • Parents will not be allowed to eat lunch with students. • No student self service. 	<ul style="list-style-type: none"> • Lunch in the cafeteria with physical distancing. • Extra sanitation procedures will be used. • Some food items may be limited. • Parents will not be allowed to eat lunch with students. • No student self service. 	<ul style="list-style-type: none"> • Lunch in the cafeteria with physical distancing. • Extra sanitation procedures will be used. • Some food items may be limited. • Parents will not be allowed to eat lunch with students. • No student self service. 	
<p>Recess</p>	<p>Schools will continue to have recess as scheduled with handwashing or hand sanitizer upon entry.</p>	<ul style="list-style-type: none"> • Schools may implement zones for recess for assigned students to support physical distancing. • Cleaning will be completed daily 	<ul style="list-style-type: none"> • Schools may implement zones for recess for assigned students to support physical distancing. • Cleaning will be completed daily 	
<p>K-12 Field Trips</p>	<p>Regular field trip opportunities can be scheduled with checks to outbreaks at your destination.</p>	<p>Field trips may be limited until further notice.</p>	<p>No field trips will be available.</p>	
<p>Specials</p>	<p>Students transition to music, art, PE, tech, and media.</p>	<p>All/some specialist teachers may transition to classrooms.</p>	<p>All specialist teachers transition to classrooms.</p>	
<p>Handwashing</p>	<ul style="list-style-type: none"> • Reminders for handwashing implemented. • Announcements & Posters supporting hand washing. 	<ul style="list-style-type: none"> • Reminders for handwashing implemented. • Announcements & Posters supporting hand washing. 	<ul style="list-style-type: none"> • Reminders for handwashing implemented. • Announcements & Posters supporting hand washing. 	

Hallways	<ul style="list-style-type: none"> • K-6 students--Staff will rotate for core instruction. Students will attend regular specials. • 7-12--Regular transitions with encouraged social distancing. • Masks are recommended. 	<ul style="list-style-type: none"> • K-6 students--Staff will rotate for core instruction. Students may attend regular specials. • 7-12--Regular transitions with encouraged social distancing. Students may follow designated traffic patterns. • Masks may be required for specific areas. 	<ul style="list-style-type: none"> • K-6 students--Staff will rotate for core and special instruction. • 7-12--Regular transitions with encouraged social distancing. Students may follow designated traffic patterns. • Masks are required. 	
Lockers	<ul style="list-style-type: none"> • Lockers will be used normally 	<ul style="list-style-type: none"> • Locker use may be limited to certain times. 	<ul style="list-style-type: none"> • Locker use may be limited to designated times. 	
Beginning of the day Staff	<p>K-12</p> <ul style="list-style-type: none"> • Staff will report for duty as assigned. • Staff should have a temperature check and be in their room and ready to receive students by their assigned time. 	<p>K-12</p> <ul style="list-style-type: none"> • Staff should have a temperature check and be in their room and ready to receive students by their assigned time. • Students in the building prior to 8:00 A.M. need to have a temperature check, be in an approved meeting/practice, and be supervised by a teacher/coach/sponsor until the 8:00 bell. 	<p>K-12</p> <ul style="list-style-type: none"> • Staff should have a temperature check and be in their room and ready to receive students by 7:45 A.M.. • Students in the building prior to 7:45 A.M. need to have a temperature check, be in an approved meeting/practice, and be supervised by a teacher/coach/sponsor until the 8:00 bell. 	
Beginning of the day students	<p>Masks are recommended for students riding the bus.</p> <p>K-6</p> <ul style="list-style-type: none"> • Students will enter the building when doors open, get a temperature check, and go directly to their assigned areas as determined by the principal. <p>7-12</p> <ul style="list-style-type: none"> • Students in the building prior to 8:00 A.M. need to have a temperature check, be in an approved meeting/practice, and be supervised by a teacher/coach/sponsor until the 8:00 bell. • Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria/commons and social distancing practices will be followed. • When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report to their classroom. 	<p>Masks may be required for students riding the bus. Assigned seating or sitting with family groups may be required.</p> <p>K-6</p> <ul style="list-style-type: none"> • Students will enter the building when doors open, get a temperature check, and go directly to their assigned areas and practice social distancing. <p>7-12</p> <ul style="list-style-type: none"> • Students in the building prior to 8:00 A.M. need to have a temperature check, be in an approved meeting/practice, and be supervised by a teacher/coach/sponsor until the 8:00 bell. • Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria commons and social distancing practices will be followed. • When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report to their classroom. 	<p>Masks are required for students riding the bus. Assigned seating or sitting with family groups will be required.</p> <p>K-6</p> <ul style="list-style-type: none"> • Students will enter the building when doors open, get a temperature check, and go directly to their classroom <p>7-12</p> <ul style="list-style-type: none"> • Students in the building prior to 8:00 A.M. need to have a temperature check, be in an approved meeting/practice, and be supervised by a teacher/coach/sponsor until the 8:00 bell. • Students who are dropped off or arrive with a ride will be allowed in the building at 7:45 A.M. with a temperature check. Students will report to their 1st hour classroom and practice social distancing. 	
End of the day	<ul style="list-style-type: none"> • Regular dismissal. • All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher. 	<p>Masks may be required for students riding the bus. Assigned seating or sitting with family groups may be required.</p> <ul style="list-style-type: none"> • Buildings may stagger or vary dismissal at the end of the day. • All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher. 	<p>Masks are required for students riding the bus. Assigned seating or sitting with family groups will be required.</p> <ul style="list-style-type: none"> • Buildings may stagger or vary dismissal at the end of the day. • All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher. 	
Building Access	<ul style="list-style-type: none"> • Temp checks for visitors that enter the 	<ul style="list-style-type: none"> • Parents, visitors, recruiters must be pre-scheduled and 	<ul style="list-style-type: none"> • No outside visitors or user groups allowed on 	No campus access available beyond required

During the School Day	building as needed. <ul style="list-style-type: none"> ● Ponca events will not require a mask, but masks are encouraged if needed with appropriate social distancing utilized when possible. ● Non-Ponca events are at the discretion of the event sponsors. ● Parents will not be allowed to eat lunch with students. 	pass a temperature screening. <ul style="list-style-type: none"> ● Vendors, businesses, etc. must pass a temperature screen. ● Masks required for all visitors and not provided by the district. ● Masks are required at any Ponca sponsored events before or after school. ● Non-Ponca events are at the discretion of the event sponsors. ● Parents will not be allowed to eat lunch with students. 	campus. <ul style="list-style-type: none"> ● Food service vendors wear a mask and pass temperature check. 	personnel.
Facemasks	Face masks recommended but not required for anyone. Face masks provided or use your own solid color mask.	<ul style="list-style-type: none"> ● Face masks may be provided for all staff and students. ● Student & staff masks in classrooms are optional. ● Masks may be required for specific areas. ● Cloth masks provided by the school will be gathered and washed daily. 	<ul style="list-style-type: none"> ● Face Masks provided for all staff and students. ● Staff required to wear masks or shields. ● All students required to wear a mask. ● Cloth masks provided by the school will be gathered and washed daily. 	
Restrooms	Regular use.	<ul style="list-style-type: none"> ● Restroom use during passing periods is limited.. ● Students are encouraged to use the restroom with permission from their classroom teacher. 	<ul style="list-style-type: none"> ● Restroom use during passing periods is limited. ● Students are encouraged to use the restroom with permission from their classroom teacher. 	
Water Fountains	<ul style="list-style-type: none"> ● Regular use with physical distancing. ● Students are encouraged to bring individual water bottles. 	<ul style="list-style-type: none"> ● Regular use with physical distancing. ● Students are required to bring individual water bottles. Clear water bottles are encouraged. 	<ul style="list-style-type: none"> ● Regular use with physical distancing. ● Students are required to bring individual water bottles. Clear water bottles are encouraged. 	
Classroom Seating/Materials Usage/Sanitization	<ul style="list-style-type: none"> ● Regular classroom/teacher preferred arrangement ● Physical distancing will be utilized when possible. ● Regular classroom supply usage. <ul style="list-style-type: none"> ○ Encourage individual student supplies. ● Regular classroom cleaning. 	<ul style="list-style-type: none"> ● Increased sanitization measures ● Desks separated and not in pods. ● Row seating or physical distancing seating. ● Required student individual supplies ● Minimize furniture and center items ● PE and other equipment is cleaned between classes 	<ul style="list-style-type: none"> ● Increased sanitization measures ● Desks separated and not in pods. ● Row seating or physical distancing seating. ● Required student individual supplies ● Minimize furniture and center items ● PE and other equipment is cleaned between classes 	
Transportation **We ask parents to take the temperature of their bus riding students prior to boarding. If the child's temperature is at or above 100.4, they will not be allowed on the bus or at school.	<ul style="list-style-type: none"> ● Masks are recommended for students riding the bus. 	<ul style="list-style-type: none"> ● Masks may be required for students riding the bus. ● Assigned seating or sitting with family groups may be required. 	<ul style="list-style-type: none"> ● Masks are required for students riding the bus. ● Assigned seating or sitting with family groups will be required. 	
Technology	<ul style="list-style-type: none"> ● 1-to-1 devices provided to all K-12 students. 	<ul style="list-style-type: none"> ● 1-to-1 devices provided to all K-12 students. ● Devices may be sent home with students to complete 	<ul style="list-style-type: none"> ● 1-to-1 devices provided to all K-12 students. ● Devices may be sent home with students to 	<ul style="list-style-type: none"> ● Devices may be sent home with students to complete E-Learning

	<ul style="list-style-type: none"> • Devices may be sent home with students to complete E-Learning with school approval. • Teachers begin training with students on E-Learning. 	<p>E-Learning with school approval.</p> <ul style="list-style-type: none"> • Teachers begin training with students on E-Learning. 	<p>complete E-Learning with school approval.</p> <ul style="list-style-type: none"> • Teachers begin training with students on E-Learning. 	<p>with school approval.</p>
K-12 Activities/Practice	<ul style="list-style-type: none"> • Activities and Athletics will be conducted in accordance with NSAA guidelines • Coaches will temperature check anyone who enters the building early. Anyone with a reading of greater than 100.4 will be sent home. • Student must attend school on campus as prescribed in the handbook to participate or attend activities/events/practices or any other on campus or traveling event. 	<ul style="list-style-type: none"> • Activities and Athletics will be conducted in accordance with NSAA guidelines • Coaches will temperature check anyone who enters the building early. Anyone with a reading of greater than 100.4 will be sent home. • A student must attend school on campus as prescribed in the handbook to participate or attend activities/events/practices or any other on campus or traveling event. 	<ul style="list-style-type: none"> • Activities and Athletics will be conducted in accordance with NSAA guidelines unless e-learning. • A student must attend school on campus as prescribed in the handbook to participate or attend activities/events/practices or any other on campus or traveling event. 	<ul style="list-style-type: none"> • Activities and Athletics will be conducted in accordance with NSAA guidelines unless e-learning. • A student must attend school on campus as prescribed in the handbook to participate or attend activities/events/practices or any other on campus or traveling event.
Student Attendance	<ul style="list-style-type: none"> • All students in grades K-12 will attend school in person. • Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other e-learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. • Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated unless approved by administration. 	<ul style="list-style-type: none"> • All students in grades K-12 will attend school in person. • Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other e-learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. • Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated unless approved by administration. 	<ul style="list-style-type: none"> • All students in grades K-12 will attend school in person following the school's designated plan. Details for the schedule will be provided prior to implementation. • Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous and/or asynchronous online learning through Zoom and other e-learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. • Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated unless approved by administration. 	<ul style="list-style-type: none"> • Students not fulfilling academic responsibilities will be required to attend school as needed.
Staff Attendance	<ul style="list-style-type: none"> • All staff will report as normal. • Any questions or concerns relative to work expectations should be directed to the Superintendent. 	<ul style="list-style-type: none"> • All staff will report as normal. • Any questions or concerns relative to work expectations should be directed to the Superintendent. 	<ul style="list-style-type: none"> • All staff will report as directed. • Any questions or concerns relative to work expectations should be directed to the Superintendent. 	<ul style="list-style-type: none"> • All staff will report as directed. • Any questions or concerns relative to work expectations should be directed to the Superintendent.
Special Education	<ul style="list-style-type: none"> • Evaluations to be completed as normal. • A PWN will address service needs and changes until the IEP is due for renewal. • MDT/IEP meetings held as normal. • Services provided on regular schedule. 	<ul style="list-style-type: none"> • Evaluations to be completed as normal with necessary health measure precautions. • A PWN will address service needs and changes until the IEP is due for renewal. • MDT/IEP meetings held as normal. • Services provided on regular schedule. 	<ul style="list-style-type: none"> • Evaluations to be completed as normal with necessary health measure precautions. • A PWN will address service needs and changes until the IEP is due for renewal. • MDT/IEP meetings will be held virtually. • Services may be provided on alternative schedule 	<ul style="list-style-type: none"> • Special education services will be provided as allowed by directed health measures and on an individual basis.

Potential Tiered Responses/Consultation with Health Department

1 or more confirmed case(s)* in the building of a student, staff member, or visitor.	<ul style="list-style-type: none"> ● A more restrictive environment will be implemented up to potential extended (6 days or more) building closure. ● The District will communicate the situation with building stakeholders. ● In the event of repeated confirmed cases, district officials will confer with the health department for a closure plan of that building. ● School nurse will join a district team for building closure/reopening planning. ● Sanitization plan will be executed by the district facilities team. ● Building will execute an immediate e-learning plan and schedule (if the building is closed). ● Reopening communications will be provided to stakeholders from the district. 	
1 confirmed case* of immediate household members of a staff member.	<ul style="list-style-type: none"> ● Self quarantine for 10-14 days for household members. ● Teachers will teach virtually with a substitute in the classroom (unless unable due to caring for a family member). ● If unable to virtually teach due to caring for an immediate family member, the teacher will apply for leave as defined in current resolution. ● The Superintendent will communicate a return date with the staff member. 	
1 confirmed case* of student and/or immediate household member of students.	<ul style="list-style-type: none"> ● Self quarantine for 10-14 days. ● Teachers will provide e-learning opportunities. 	
*A case is considered "confirmed" when the individual has had a positive test conducted by a medical professional.		
Short Term Closure	School building closed for up to 2-5 school days	<ul style="list-style-type: none"> ● E-learning will be used by teachers
Extended Building Closure	School building closed for 6 school days or more	<ul style="list-style-type: none"> ● E-learning will be used by teachers