

Red River Technology Center
Return to Learn COVID-19 Plan

Introduction and Summary

RRTC is committed to providing an excellent educational opportunity for its students while, at the same time, mitigating the risks associated with the COVID-19 virus during the 2020-2021 school year. Our success in this endeavor will be greatly dependent on you; the students, parents, clients, and staff. We will ask you to perform self-screenings daily before coming to RRTC. Students and staff who are exhibiting symptoms of COVID-19, or who have been exposed to COVID-19 should notify the RRTC office and STAY HOME. Students and staff who are required to stay home due to the impact of COVID-19 will be given the opportunity to work virtually to the extent possible.

RRTC has established an educational framework to adapt to the ever changing COVID-19 situation. The framework has plans for our educational platform to adjust from a traditional setting, to a modified A/B setting, and to a temporary distance setting as the COVID-19 situation will determine. Due to the nature of learning in our programs, it is the intent of RRTC to have students on campus, in some form, to the greatest extent possible while utilizing the guidelines of the ODCTE, OSDE, OSDH, and CDC to mitigate the risks of COVID-19. We look forward to working together with you to have a safe and productive school year.

Framework Components

School Operations

1. District Leadership Team

Our superintendent, assistant superintendent, program director, and A&CD director make up our district leadership team.

2. Family and Community Communication Plan

RRTC utilizes a variety of methods for communication including:

- a. *School Messenger* notification system for phone messages and text messages.
- b. RRTC website
- c. RRTC Facebook page
- d. Emails

3. Policies for screening staff, students and visitors prior to entry

- a. RRTC will utilize self-screening for staff and students as its primary line of defense.
- b. All staff and students will complete a screening form and agree to self-screen prior to subsequent visits to campus.
- c. Students and staff who do not meet the self-screening criteria should notify the office and stay home.
- d. Secondary screening with no-touch infrared thermometers may take place.
- e. Students and staff exhibiting symptoms while on campus will be isolated immediately and *Return to Learn* and Oklahoma State Health Department protocols will be implemented.
- f. All visitors must have an appointment, wear a cloth face covering, and self-screen before entry to the facility.

4. Policies for social distancing and gatherings

- a. After-school gatherings, use of facilities, and spectator events may be limited or cancelled.
- b. Social distancing cannot be guaranteed at RRTC due to the nature of a traditional education setting and “hands-on” activities and demonstrations.

5. Plan in the event that a positive case, or suspected case, is identified in the school

- a. RRTC will follow the ODCTE, OKSDH and CDC recommendations.
- b. RRTC will report all suspected COVID cases to OKSDH and follow all Health Department mandates.

6. Tiered response for potential school closures

- a. RRTC will attempt to avoid whole school closures through several methods. Due to the uncertainty of the COVID-19 pandemic RRTC is planning to begin the 20-21 school year in a traditional setting, or a modified A/B blended setting and may transition from one to the other based on the current COVID-19 situation. A determination will be made based on the COVID-19 situation closer to the beginning of classes. It may also be necessary for some or all of our students to be transitioned to a temporary distance learning format at different times during the 20-21 school year. Temporary distance learning may be

used by students (individuals, or groups) who have been directly impacted by COVID-19 until they have been readmitted by RRTC administration to return to campus. Under extreme circumstances, the entire school may be transitioned to temporary distance learning if determined to be necessary by health care authorities or administration. Temporary district-wide closure due to COVID-19 remains a possibility for RRTC, however, such closures will be temporary unless directed otherwise by state authorities. RRTC will utilize guidance from proper national, state, and county health authorities in determining the lengths of temporary distance learning.

7. District use of PPE

- a. RRTC encourages and may require facial coverings for all students, staff, and visitors.
- b. RRTC may provide limited numbers of facial coverings for students and staff. RRTC will provide training on how to properly wear and care for facial coverings.

8. Promote a culture of good hygiene practices

RRTC will continue to promote and enhance a culture of good hygiene practices among staff and students.

9. Evaluate school cleaning practices

Evaluation and improvement of school cleaning practices in an ongoing process at RRTC. We will continue to adjust based on guidelines from the OSDE, ODCTE, OSDH, CDC, and best practices.

10. School building use for non-school functions

School building use by outside groups may be severely limited due to COVID-19 concerns.

11. Mitigating viral spread through ventilation systems

RRTC will adhere to ODCTE, OSDE, and OSDH COVID-19 requirements related to ventilation.

12. Alternate school calendars

RRTC will try to adhere to the currently approved calendar as much as possible, however, the RRTC Board of Education may adjust or consider alternate calendars as needed during the 2020-2021 school year.

13. Staggering the days students are in school buildings

RRTC may choose to stagger days for students to be in school buildings in an effort to mitigate the spread of COVID-19.

14. Policies for virtual instruction

Instructors will use Google Classroom or CTYOU for virtual instruction. When students are participating in virtual learning they will need to log-in during the appropriate times and complete assignments by the assigned times in order to be counted present for each day.

15. Adjusting routines to allow for social distancing in common areas

Principals and building supervisors will monitor and adjust routines to allow greater potential for social distancing; however, social distancing cannot be guaranteed.

16. Reorganizing classrooms to maximize social distancing

Principals and building supervisors will monitor and adjust classroom organization to allow greater potential for social distancing; however, social distancing cannot be guaranteed.

17. Adjust attendance policies

RRTC attendance policies can be found at www.rrtc.edu.

18. Revise transportation plans to maximize health and safety

RRTC students who ride the bus from their sending school to and from RRTC will follow the regulations of the sending school. RRTC will coordinate with the sending schools to revise transportation plans as required by the ODCTE, OKSDE, OKSDH, and ODOT.

19. Plan for bus driver shortages

RRTC will work with its sending schools to adjust transportation requirements in the event of bus driver shortages.

20. Consider serving school meals in classrooms rather than cafeterias

RRTC does not have a meal program for secondary students.

21. Consider how to serve meals to students who are not attending school on-site

RRTC does not have a meal program for secondary students.

22. Keep a detailed tracking of pandemic-related expenditures for reimbursement

The RRTC business department will track COVID-19 related expenses.

23. Consider how to use financial resources in new ways

RRTC administrations and financial staff will continue to review the use of financial resources to maximize the use of resources and meet the challenges brought about by COVID-19.

Academics and Growth

1. Plan for Instruction

A. Due to the uncertainty of the COVID-19 pandemic RRTC is planning to begin the 20-21 school year in a traditional setting, or a modified A/B blended setting. A determination will be made based on the COVID-19 situation closer to the beginning of classes. It may also be necessary for some or all of our students to be transitioned to a temporary distance learning format at different times during the 20-21 school year.

B. Enrollment at RRTC is totally elective. Students, or Parents/Guardians of students who are afraid to attend due to the current environment due to COVID-19, or who prefer a totally virtual setting are encouraged to see the counselor at their sending school to pursue that option. Due to the need for “hands-on” activities in learning a skill, RRTC will only provide temporary distance learning for limited intervals as the COVID-19 situation impacts campus activities.

2. Consider broad instructional supports for all grades and disciplines

RRTC strives to meet the educational needs of its secondary and post-secondary students. RRTC administration and staff will continue to review

and adjust policies, practices, and procedures related to COVID-19 and provide the best quality of instruction possible for our students.

3. Consider how curriculum and instruction will support social-emotional well-being

RRTC strives to support the social-emotional well-being of its secondary and post-secondary students. RRTC administration and staff will continue to review and adjust policies, practices, and procedures related to COVID-19 and ensure that our curriculum and instruction support the social-emotional well-being of our students.

4. Support Mathematics PK-12 instruction

RRTC administration and staff will continue to review and adjust policies, practices, and procedures related to COVID-19 and provide the best quality of mathematics instruction possible for our students.

5. Support Science PK-12 instruction

RRTC administration and staff will continue to review and adjust policies, practices, and procedures related to COVID-19 and provide the best quality of science instruction possible for our students.

6. Prepare for enrollment, scheduling and other student services

RRTC administration and staff will continue to review and adjust policies, practices, and procedures related to COVID-19 and provide smooth and effective enrollment, scheduling, and other student services to our students.

7. Collaborate with colleges, universities and High Schools about student services

RRTC will continue to collaborate with its college and high school partners to provide the best possible services to its students.

8. Leverage counselors to help with planning

RRTC regularly utilizes its counselors to help with planning and will continue to do so related to COVID-19.

9. Review student information and learning plans before school opens

RRTC regularly reviews student information and learning plans before school begins and will continue to do so.

10. Communicate with all stakeholders about counseling services before school opens

RRTC regularly communicates with stakeholders about counseling services during its enrollment process.

11. Reassess procedures and resources once school reopens

RRTC regularly reviews and adjust procedures and resources in an ongoing format. This will also be the case with COVID-19 procedures and resources based on ODCTE, OSDE, OSDH, and CDC guidelines.

12. Communicate with stakeholders when school reopens

RRTC utilizes a variety of communication methods. It is important that students provide us with correct information and sign up for various methods of communication, such as School Messenger and our grade portal, to stay informed. Information is also available on our website and Facebook page.

13. Reconnect with Individual Career Academic Planning

RRTC will continue to collaborate with its sending schools in development of ICAP requirements for its students.

14. Review post-secondary support goals for the Class of 2021 and beyond

RRTC regularly reviews and adjusts post-secondary support goals for its students through ICAP, certifications, and follow-up activities.

15. Modify service or work-based learning activities

RRTC will continue to modify service and work-based learning activities to maximize learning opportunities for students and adhere to ODCTE, OSDE, OSDH, and CDC guidelines.

16. Strengthen industry and community partnerships

RRTC and its surrounding community have long worked together to strengthen industry. RRTC is committed to continuing a strong role in

further enhancing these partnerships and continuing economic development in our district.

17. Plan work-based learning opportunities for when schools are open and operating

RRTC regularly utilizes work-based learning opportunities and will continue to do so within ODCTE, OSDE, OSDH, and CDC guidelines.

18. Identify ways to improve on delivery of distance learning from spring 2020

RRTC assessed the effectiveness of processes during distance learning in the spring of 2020. We have a foundation based on the successful practices from that time and will continue to assess and improve processes and resources as we continue to overcome the COVID-19 challenges.

19. Integrate devices and connectivity

RRTC regularly assesses its technology services. We will continue to look for ways to better serve our students through improved processes, equipment, and connectivity.

20. Prepare information technology (IT) staff for digital instruction

The RRTC IT staff provided great service to our staff and students in meeting our needs for distance learning in the spring of 2020. They have also worked diligently this summer to prepare for the possibilities that may arise in the 2020-2021 school year.

21. Increase internet access where possible

RRTC is committed to providing high quality educational opportunities for its students and will find ways to increase internet access for students, as needed, in this endeavor.

22. Consider instructional options and delivery approaches for continuous learning

RRTC has plans for traditional, modified A/B, and temporary distance learning options that will be employed based on COVID-19 developments to provide continuous learning for our students.

23. Plan for professional development for teachers and staff

RRTC has made professional development activities available to teachers and staff this summer, and will provide opportunities in August and throughout the 2020-2021 school year.

24. Provide teachers opportunities to collaboratively plan

RRTC has adjusted its professional development schedule in a manner that has created more time for teachers to collaborate.

25. Consider allowing accommodations for at-risk teaching staff when possible

RRTC will continue to make all reasonable accommodations for at-risk staff, and will comply with ADA and Family Leave requirements. RRTC encourages, and may require, masks or PPE as the COVID-19 situation develops and may utilize technology to accommodate staff as needed.

Whole Child and Family Support

1. Plan to support social-emotional learning

RRTC will support social-emotional learning by continuing to review and adjust policies, practices, and procedures related to COVID-19.

2. School-level outreach to at-risk students

RRTC will continue to employ school counselors and nurses as well as maintaining and fostering partnerships with community agencies to meet the needs of at-risk students.

3. Mental health access and support for students

RRTC will continue to employ school counselors and nurses. Also, RRTC has the ability to reach out to several local agencies for additional support. Some of those agencies include: Stephens County Department of Human Services, Stephens County Health Department, Duncan Regional Hospital, Marie Detty Youth and Family Services, and the Wichita Mountains Prevention Network.

4. Establish ongoing reporting protocols and provide ongoing counseling as needed

RRTC will continue to review and adjust counseling services and reporting protocols through ongoing professional development.

5. Assess student protective factors

RRTC contracts with the City of Duncan and the Duncan Police Department for a School Resource Officer to be provided during our regular school hours, and for other Officers to be provided during our evening hours. We annually conduct training on reporting to the Department of Human Services and to law enforcement and student protections related to the Family Educational Rights and Privacy Act. Additionally, RRTC filters the internet for material that might be dangerous to students in accordance with the Children's Internet Protection Act.

6. Establish a crisis response team

RRTC administration and our Duncan Police Department School Resource Officer make up our crisis response team. In support of the response team, RRTC has several nurses, an EMT, counselors, a public information officer, and a safety coordinator on staff, and will cooperate with local law enforcement and first responders in the event of an emergency.

7. Develop a direct communication channel

RRTC utilizes the School Messenger calling/texting system to disseminate information to students and/or parents in a timely fashion. We also utilize a public information officer in this endeavor.

8. Procuring additional mental health assessments

RRTC counselors will continue to monitor the needs of our students. Counselors also have established relationships with several local agencies, such as the Department of Human Services and Marie Detty Youth and Family Services, which may be called upon if needed.

9. Provide resources for staff self-care

RRTC provides sick leave for its full-time employees, has a wellness program, and complies with the Americans with Disabilities Act and the

Family Medical Leave Act (both of which provide support for medical and mental health related needs). RRTC employees also receive health insurance that includes coverage for medical, mental, behavioral, and substance abuse treatments.

10. Communicate with families and care-givers

RRTC will continue to utilize several formats for communicating with families and care-givers. Some of the methods include School Messenger for calls and texts, email, the school website, the school Facebook page, and local media sources.

School Personnel

1. Plan for adaptive staffing during distance learning

RRTC administration and staff learned many lessons during the spring 2020 distance learning delivery due to COVID-19. Staff have had the opportunity to pursue professional development over the summer, best practices have been identified, and professional development will be put in place in August to prepare staff to educate student in a traditional, blended, or temporary distance format during the 2020-2021 school year.

2. Plan for employees who may be exposed or test positive for coronavirus

RRTC will follow ODCTE, OSDE, OSDH, and CDC guidelines for employees who have been directly impacted by COVID-19.

3. Review and revise staff leave policies as needed

RRTC staff leave policies will continue to be reviewed and updated as necessary to meet the COVID-19 crisis.

4. Consider liability protections

RRTC has a safety coordinator employed to help provide the safest environment for our students. RRTC is also consulting with our insurance providers to make sure the district has adequate coverage.

5. Plan for teacher certification

RRTC teachers all have appropriate certifications at this time.