



## **College Bound Academy**

### **FY 24 Safe Return and Continuity of Services Plan**

#### **Section 1: How College Bound Academy (CBA) will maintain the health and safety of students, educators and other school staff, what policies CBA has adopted, and what policies CBA has to address the CDC's safety recommendations.**

- We are continuing to listen to local, state and federal public health guidance around COVID-19. As guidance is updated, we will revise policies with input and will update families through all platforms including the website, [www.collegeboundsohool.org](http://www.collegeboundsohool.org).
- We have adopted several policies below that maintain the health and safety of staff and students.
  - Virtual Learning option for 2021-2022 school year: We will be offering an entirely virtual curriculum option for families with extenuating health concerns regarding COVID-19. Families will be given the option of engaging in this alternative schooling at the beginning of the year and to enroll for the duration of the school year.
  - Distance Learning for 2021-2022 school year: We anticipate being open for in-person schooling for the entire 2021-2022 school year. However, we have a virtual learning platform ready if there is a community outbreak that results in the extended school closure. In this case, all students and staff will switch to a distance learning model. The length of the closure would be determined by health officials depending on community spread rates and CBA specific cases.
  - COVID-19 Positive Cases: If a child tests positive for COVID-19, is exhibiting symptoms of COVID-19, or is told by a healthcare professional to quarantine, then the family will notify CBA immediately by calling the main CBA number. CBA will then work with the Tulsa Health Department to contact trace and determine further quarantine necessary for COVID-19 exposures.
  - Updated Illness Policies: In order to keep all scholars and staff healthy, we are asking parents to be vigilant with illness in the 2021-2022 school year. If a child exhibits any of the following symptoms or appears visibly ill during the school, the child will be quarantined and family will be contacted to pick up the child immediately. Students who are sick should not come to school for 72 hours and will be sent home if

- A scholar's temperature is 100 degrees or higher (without medication) in the last 72 hours
  - A scholar has a severe or persistent cough
  - A scholar has diarrhea or has vomited in the last 24 hours
  - A scholar has a contagious or untreated health condition
  - A scholar has tested positive for COVID-19 in the last 14-days
  - If a scholar has been exposed to someone with COVID-19 symptoms or diagnosis in the last 10 days, the child will need to be quarantined for 14 days.
- Student Screening Policies: When a scholar is dropped off for school, CBA staff will screen for the following:
  - Has anyone in your household had any of the following symptoms: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?
  - Have you or anyone in your household cared for an individual who is in quarantine or is presumptive positive or has tested positive for COVID-19?
  - Do you have any reason to believe you or anyone in your household has been exposed to COVID-19?
  - Have you been in close proximity to any individual who tested positive for COVID-19?
  - Student's temperature must be below 100.0 degrees Fahrenheit.
  - Student must look well and healthy
- Staff Screening Policies: When a staff member arrives to campus, they will self screen for the following:
  - Has anyone in your household had any of the following symptoms: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?
  - Have you or anyone in your household cared for an individual who is in quarantine or is presumptive positive or has tested positive for COVID-19?
  - Do you have any reason to believe you or anyone in your household has been exposed to COVID-19?
  - Have you been in close proximity to any individual who tested positive for COVID-19?
  - Staff will take their own temperature and it must be below 100.0 degrees Fahrenheit to enter the building.
- Attendance Policy: All COVID-19 related absences will be excused.

- Personal Protective Equipment Policy: All teachers and staff will be required to wear masks while in the school building. Any adult visitor will wear a mask while in the building. Students are required to wear masks. Masks must cover the nose and mouth.
- Closures for Cleaning Policy: If there is a confirmed case of COVID-19, that classroom will be closed for 24 hours for deep cleaning. It may become necessary for school to be canceled to allow for extended cleaning and sanitizing based on COVID-19 contact tracing.
- Visitor Policy: Visitors will not be allowed inside the school building unless deemed necessary by administration or designee. If a family-teacher meeting is necessary, it will be held over the phone or Zoom if possible. We will work with families and staff to incorporate family events through Zoom. No school wide assemblies will be held and we will not have families or visitors come in for any grade-wide assemblies.
- Social distancing Policy: Social distancing will be implemented as possible in the school building. Desks in classrooms will be spaced out. Students will sit only with their class during meal times. Desks will be facing the same directions as much as possible. Students will be encouraged to maintain social distancing at recess and other free times in the classroom.
- Additional Safety Precautions: CBA is implementing recommendations from healthcare professions. This includes additional fencing outside to allow grades to be separated at recess outside. We will utilize partitions in the classroom as needed to safely separate students and staff. We will implement additional hand-washing opportunities and additional cleaning before, during and after school. For every classroom that has a window, we have added at least one window that can open. Windows that can be opened will remain open, weather permitting. Classroom doors will be kept open as much as possible.
- Policies to address CDC's Current Safety Recommendations: These policies are created to address the current school safety recommendations from the CDC. We anticipate revising these once the CDC releases additional guidance in June.
  - Universal and correct wearing of masks: All staff and students will be required to wear a mask correctly. This includes a mask that covers the nose and the mouth completely and that fits snugly against the sides of the face. Students and staff will not be allowed to wear masks with ventilation vents open or loosely woven fabrics. School bus drivers will be required to wear masks and students will be required to wear masks on the school bus.
  - Modifying facilities to allow for physical distancing: We had added additional classes to reduce the number of students in a class to allow for greater social distancing. We will have students sit socially distanced in classrooms and remain with their classroom peers all day to allow for contact tracing and isolation as

needed. Students will sit only with their class during meal times and will transition with their class to specials classes. Nonessential furniture will be removed to make room for more distance between students. Desks will face the same direction when possible.

- Handwashing and respiratory etiquette: Students will be encouraged to wash their hands frequently. Students will be taught proper hand washing including wet, lather, scrub, rinse and dry. Students will use hand sanitizer frequently and after each transition. We will provide soap, a way to dry hands, tissues and face masks. We will also provide hand sanitizer that contains at least 60% alcohol.
- Cleaning and maintaining healthy facilities: classrooms and tables will undergo daily sanitizing after meal times and at the end of each day and as needed for deeper sanitation. Facilities will be cleaned regularly. Staff and students will limit sharing of materials to prevent contamination of high touch objects.
- Improving ventilation: We have added at least one window that opens in each classroom that has windows to allow for ventilation. Teachers will leave any window that opens open as weather permits. Teachers and staff will leave doors open as much as possible to allow for better ventilation. Staff workrooms and eating areas are limited to large rooms with doors open or outdoor seating.
- Contact tracing in combination with isolation and quarantine: If there is an expected COVID-19 exposure, we will conduct internal contact tracing using sign in sheets, class seating arrangements, and transportation lists to identify any place a scholar or staff member was for more than 15 minutes. From here, we will contact Ashley Thompson at the Tulsa Health Department. Thompson will advise us on our next steps in terms of quarantine, isolation, or further contact tracing. We will then enter the exposure into the state portal. We will ask any student, staff, or educator diagnosed with COVID-19 to isolate and stay away from the premises until requirements for end of isolation are met. Contact tracing will consist of identifying potential exposures as well as close contacts at the school or events. We will then notify close contacts and families of close contacts, in accordance with privacy and other laws.
- Diagnostic and screening testing: Staff will self screen upon entry into the building daily. This will include answering a short questionnaire and taking their own temperature. Staff will sign off they have met the requirements to enter the building. Students will be screened at their car each morning or before getting on the bus each morning. Students and families will be asked if they have had or been exposed to anyone who has had COVID-19 symptoms and their temperature will be checked and must be below 100.0 degrees Fahrenheit to get out of the car or on the bus. Students and staff will be screened after lunch during the day as well.

- Vaccinations for school community: CBA hosted a staff vaccination clinic where approximately 60% of our staff participated and are fully vaccinated. CBA also hosted a community vaccination clinic for our families and community. We will continue encouraging vaccination.
- Accommodations for children with disabilities with respect to health and safety policies: We will offer a virtual program for students who need to remain virtual. We will make any medical exemptions necessary to any of our policies to work with students with disabilities on an individual basis to meet individual student needs.
- Coordination with State and local health officials: We will work with Ashley Thompson at the Tulsa Health Department, with Dr. Dart at the Tulsa Health Department, and coordinate with the state through the state portal.

**Section 2: How CBA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, and mental health and other needs, which may include student health and food services.**

- Continuity of Services: CBA is providing additional interventions for all students to meet their academic needs including general education students, Special Education services and English Language services.
  - SPED Services
    - CBA offered recovery services as determined by the IEP team throughout the 2020-2021 school year which included additional virtual small groups, additional in person small groups, and tele-therapy.
    - We updated all IEPs and will continue reviewing IEPs to determine if students need additional services.
    - If a student receiving SPED services chooses to remain virtual, or CBA must pivot to distance learning in the 2021-2022 school year, we will offer in person learning via small groups, virtual small groups and tele-therapy.
    - We are expanding our SPED team at CBA to account for additional minutes to be served to meet student academic needs.
  - EL Services:
    - CBA offered additional virtual small groups and additional in person small groups during the 2020-2021 school year.
    - If a student receiving EL services chooses to remain virtual, or CBA must pivot to distance learning in the 2021-2022 school year, we will offer in person learning via small groups and additional virtual small groups for EL students.

- We are expanding our EL team at CBA to allow for additional small groups to meet student academic needs.
  - General Education:
    - CBA provided all students with responsive intervention at least twice a week during the 6 weeks we were in person in the 2020-2021 school year.
    - CBA will continue building on responsive interventions for all students to meet student academic needs by utilizing Istation interventions, guided reading, and progress monitoring weekly.
    - CBA will continue teaching grade level content while building in time for small groups, interventions, and review at the start of each unit.
    - The Response to Intervention team will meet biweekly to discuss students who need additional help, interventions, and monitoring.
- Continuity of services to meet students' and staff social, emotional, and mental health and well being.
  - Staff: CBA staff will continue being offered free counseling services through the Employee Assistance Program. Additionally staff will be offered outside coaching through Kati Vaughn through Stay the Course focused on staff wellbeing and burn out. Staff will have weekly touch points with their manager to address any concerns or needs they may have, and we will continue doing self-care and mindfulness PD's for staff throughout the 2021-2022 school year.
  - Students: Students will receive social and emotional learning curriculum weekly as well as attend an SEL enrichment class focused on student mental and emotional well being. Additionally, students may be referred for counseling. Students are also offered the opportunity to learn coping skills and strategies through daily morning meetings and closing circles.
- Continuity of services to meet student needs around health and food services:
  - CBA has been and will continue to be a meal services site for our students and families if we close temporarily for COVID-19. Students will have access to free meals even in the event of a closure.
  - CBA has a food and clothing pantry for families in need that is free. We provide families who sign up with the food they request as much as possible. This is an ongoing service and will continue to exist in the 2021-2022 school year.
  - We will continue to relay information around community services, health services, counseling opportunities, internet services and more to our families as we learn about them to help relieve some of the burden of COVID-19 on our students and families.

**Section 3: How and When CBA will review the Safe Return and Continuity of Services Plan.**

- CBA has created this plan with the most up-to-date CDC guidance. However, the CDC is expected to release updated school safety guidance in June. Once that information is released, CBA will review its Safe Return and Continuity of Services Plan to align more closely with the new guidance.
- After the new guidance in June, CBA will review its Safe Return and Continuity of Services plan every 6 months for the duration of the ARP ESSER grant period, September 20, 2021, June 2022, December 2022, and June 2023.

**Section 4: How CBA will seek public input and take such input into account when revisions need to be made.**

- CBA will make our Safe Return and Continuity of Services Plan available to review during the June 15th, 2021 board meeting to be commented on and input to be given. We will then vote on finalizing this plan. The plan will be made public on our website, [www.collegeboundschool.org](http://www.collegeboundschool.org). To send feedback via email, please email Andrea Warren at [awarren@collegeboundschool.org](mailto:awarren@collegeboundschool.org)
- Once the new guidance comes out in June, CBA will again revise and make the revisions open to public comment and feedback at the next Board meeting, July 27, 2021.
- Each period of revision, we will follow the same process of submitting the plan to the board to receive feedback and public comment on.