

# Francis Tuttle

## Return to Learn Plan

Francis Tuttle’s goal for the 2020-2021 school year is to offer quality programs while taking every precaution to ensure the health, safety, and well-being of all students, faculty, and staff. With these objectives in mind, we are providing the following plan outlining four potential modes of instructional delivery: (1) In-person Flex, (2) Hybrid (3) Distance Learning, and (4) Traditional Delivery. Furthermore, the Return to Learn Plan includes details related to School Operations, Health and Safety Guidelines, Program Delivery, and Student Support.

The various modes of instructional delivery used throughout the 2020-2021 school year will be determined by Francis Tuttle’s administration and guidance provided by the Centers for Disease Control and Prevention, the Oklahoma Department of Health, the Oklahoma State Department of Education, the Oklahoma State Board of Education, the Oklahoma Department of CareerTech, and the Oklahoma State Board of Career & Technology Education.

The following School Safety Protocols were recommended by the Oklahoma State Board of Education for Oklahoma public schools to determine the most appropriate modes of instruction throughout the 2020-2021 school year. These recommendations will play a prominent role in Francis Tuttle’s decision-making for the delivery of instruction throughout the school year.

### Oklahoma State Department of Education

#### *School Safety Protocols*

	Color / Threshold	State Board of Education Recommended Action (s)
	<b>Green:</b> 0 - 1.43 cases per 100,000 population	In-person instruction with safety protocols
	<b>Yellow:</b> 1.43 - 14.39 cases per 100,000 population	In-person instruction with safety protocols
	<b>Orange 1:</b> 14.39 - 25 cases per 100,000 population	Transition to Alternative Schedules (A/B, Rotations, Hybrid)
	<b>Orange 2:</b> 25 - 50 cases per 100,000 population	Transition to Distance Learning
	<b>Red:</b> 50 or more cases per 100,000 population	Close Buildings & Provide Distance Learning

Francis Tuttle has identified four potential modes of instructional delivery for the 2020-2021 school year: In-Person Flex, Hybrid, Distance Learning, and Traditional Delivery. The following chart provides key details for each mode of instructional delivery:

**Francis Tuttle  
2020-2021 School Year  
Modes of Instructional Delivery**

	<b>In-Person Flex</b>	<b>Hybrid (Partner School Aligned)</b>	<b>Distance Learning</b>	<b>Traditional Delivery</b>
<b>Decision Strategy</b>	Cases per 100,000 in Oklahoma fall into the OSDE <b>Yellow</b> classification.	Cases per 100,000 in Oklahoma County fall into the OSDE’s <b>Orange 1</b> category and partner high schools are varied in their delivery of on-site, blended, and distance learning.	Cases per 100,000 in Oklahoma County fall into the OSDE <b>Orange 2</b> or <b>Red</b> categories. Or, a State Executive Order requiring closure.	Cases per 100,000 in Oklahoma County fall into the OSDE <b>Green</b> category.
<b>Adult Students</b>	In-person instruction with program-by-program flexibility for a portion of the program’s curriculum to be completed online.	In-person instruction with program-by-program flexibility for a portion of the program’s curriculum to be completed online.	100% distance learning.  Programs may provide for in-person lab / clinical work ( <b>Orange 2</b> only).	A return to pre-pandemic operations and prior governing policies & procedures.
<b>High School Students at FT</b>	In-person instruction with program-by-program flexibility for a portion of the program’s curriculum to be completed online.	In-person and distance learning days aligned with the student’s home high school schedule. Individual programs may permit in-person attendance 5 days per week if the director of the program can accommodate the health and safety protocols.	100% distance learning.	

	<b>In-Person Flex</b>	<b>Hybrid (Partner School Aligned)</b>	<b>Distance Learning</b>	<b>Traditional Delivery</b>
<b>Infusion / Gateway Students</b>	In-person instruction with program-by-program flexibility for a portion of the program's curriculum to be completed online.	Mixture of in-person instruction and distance learning that mirrors partner school attendance and distance learning days.	100% distance learning.	A return to pre-pandemic operations and prior governing policies & procedures.
<b>Project Hope</b>	In-person instruction with flexibility for a portion of the hope academic and career training curriculum to be completed online.	In-person or distance learning delivery for the Hope academic and career training curriculum will be determined by the instructional director of the program.	100% distance learning for hope academic and career training curriculum.	
<b>Policy Changes</b>	State Board of Education emergency rule requirement for online instruction.  Progress-based grading & attendance.	State Board of Education emergency rule requirement for online instruction.  Progress-based grading & attendance.	State Board of Education emergency rule requirement for online instruction.  Progress-based grading & attendance.	
<b>Financial Aid</b>	Follow U.S. Department of Education guidance.	Follow U.S. Department of Education guidance.	Follow U.S. Department of Education guidance.	
<b>Transportation</b>	High School students needing bus transportation to and from Francis Tuttle will follow the transportation plan and safety guidelines provided by their high school.	High School students needing bus transportation to and from Francis Tuttle will follow the transportation plan and safety guidelines provided by their high school.	N/A	

## **School Operations**

### Delivery of Instruction

Francis Tuttle will determine the mode of instructional delivery for the 2020-2021 school year based upon recommendations from the CDC, Oklahoma State Department of Health, and The Oklahoma State Department of Education's School Safety Protocols. Each program will have the ability to provide some flexibility in accordance with Mode of Instruction (In-person flex, Hybrid, Distance Learning, or Traditional) that is active at the time.

### School Calendar and Class Schedules

Francis Tuttle will be following the traditional school calendar and normal morning, afternoon, and evening session start and end times. Regular classes will begin on August 17th. Some adult programs may have a different start dates and students should refer to their specific program information for more details.

The Francis Tuttle calendar for school year 2020-2021 is available at:

<https://www.francistuttle.edu/academic-calendar>

### Transportation

High school students who will be riding a bus to and from their high school should do so according to the details provided by the mode of instructional delivery (In-person flex, Hybrid, Distance Learning, or Traditional). Students will follow the transportation schedule and health & safety guidelines provided by their school district.

## **Health & Safety Guidelines**

Francis Tuttle will follow the best practices from the Centers for Disease Control and the Oklahoma County Health Department and as such will be implementing the following precautions for in-person instruction:

### Health and Safety Protocols

- Daily temperature checks of students, faculty, and staff upon arrival
- Face coverings will be required
- Social distancing will be emphasized
- Regular cleaning of learning environments, labs, and restrooms.

- Students who have traveled out-of-state must report this information to their instructor and self-quarantine for 14 days before returning to an in-person class. Students who are on quarantine due to out-of-state travel will continue to participate in their program through distance learning.

### Response to Exposure and Return to School

In the event that a student or staff member who is or has been on campus tests positive for COVID-19, the following will take place:

- That individual will remain away from all campuses and self-isolate for a period no less than 14 days. Contact tracing will occur and anyone who has had close contact (within 6 feet for a period of 10 minutes or more) with someone positive for COVID-19 will also stay home for 14 days after the time of suspected exposure. This is based on the time it takes for the illness to develop.
- Any student who tests positive or has COVID-19 symptoms may return to school after three days with no fever and diminished respiratory symptoms and ten days since symptoms first appeared. Two consecutive negative COVID-19 tests given 24 hours apart would also indicate that a student may return to school. The negative test results should be provided to the school upon return.

## **Program Delivery**

### Orientation

Francis Tuttle teachers and instructional leaders will be communicating with students prior to the beginning of school to provide a comprehensive orientation.

### Personalized Learning Plan

Students will have the opportunity to complete a questionnaire before the start of class. Information from the questionnaire will be used by instructional leaders and teachers to develop a Personalized Learning Plan for each student. The personalized learning plans represent our commitment to ensure that each student has the opportunity to be successful.

### Communication with Teacher(s)

The Canvas learning management system will be used by teachers for all modes of instructional delivery to communicate program-related items, deliver curriculum, and create a positive and supportive learning community. Additionally, Canvas will be used for welcoming students to Francis Tuttle before the start of school in August.

### Attendance

Our attendance policy will be revised for the 2020-2021 school year to accommodate the unique circumstances and challenges brought on by the COVID-19 pandemic. These changes will be communicated to students (and parents if applicable) in detail before the start of class.

### Hands-on Labs

The hands-on components of our programs remain a vital foundation for students to develop skills and demonstrate proficiency. Hands-on labs will continue to be a focal point of our programs and we will be taking every precaution to ensure the safety and well-being of all students and teachers while participating in lab environments.

### Clinical Requirements for Licensure Programs

Licensure programs have unique requirements for hands-on training in lab environments or at clinical sites. We are working with the licensure governing boards and our clinical partners to ensure students have the opportunity to participate in these critically important worksite experiences and successfully complete their programs.

## **Student Support**

### School Resources for Students

A comprehensive list of resources to assist students with the completion of their program will be provided to students during orientation.

### Personal Resources for Students

Students will have the opportunity to complete a support questionnaire before the start of class. Information from the questionnaire will be used by instructional leaders and teachers to develop a Personalized Support Plan for each student. The personalized support plans represent our commitment to ensure that each student has the support they need to be successful.

### Adult Students Receiving Federal Financial Aid

Many of our programs are eligible for federal financial aid. Specific guidelines for adult students receiving federal financial aid during the 2020-2021 school year can be found at the following web address:

<https://www.francistuttle.edu/admissions-costs/financial-aid>

### Technology for Distance Learning

Francis Tuttle will be prepared to transition to a distance learning format should the need arise. The student questionnaires will be used to ensure students have the technology necessary to be successful during a distance learning mode of instructional delivery.