

Continuity of Operations Plan

|  |  |
| --- | --- |
| School District | **Oakville School District #400 (OSD)** |
| Date | September 18, 2023 |
| In-person Teaching Plan | OSD reopened to all students for in-person instruction on August 15, 2023, and will follow our 180-day schedule concluding on June 18, 2024. |
| Decision Basis for Transition | 1. State or national emergency where the school is directed to change instructional modality. 2. Local health department directive to change instructional modality. 3. OSD School Board determines the need to change instructional modality. |
| Roles and Responsibilities | **Decision to change instructional modality:** Oakville School District School Board Rich Staley - Superintendent  **Modality Transition Team**   * District Administrative Team - Coordination, timelines, district communication * Building Admin Team - Teacher and staff coordination, instructional leadership, Coordinate special education services and 504 accommodations * IT Director - Coordination of Technology Services * Operations Director - Coordination and communication of transitions to transportation Coordination and communication of transitions related to student breakfast and lunch programs * Maintenance Director – Coordination and communication of transitions related to physical and campus safety |

|  |  |
| --- | --- |
| Process for Decision to Transition to Modalities Other Than In-person Instruction | **If an emergency, health or safety or disaster, arises that requires the district to restrict access to**  **in-person instruction within the district, the following will be implemented:**  Input/direction from local health department, state or national authorized official or agency.   * One day of asynchronous instruction when transitioning out of in-person instruction will allow families and staff to prepare for hybrid/fully remote instruction.   + Staff will be available via Zoom to support students. * One day of asynchronous instruction when transitioning to in-person instruction will allow families and staff to prepare.   + Staff will be available via Zoom to support students. |
| Process for how to transition a school or classroom | **If an emergency, health or safety or disaster, arises that requires the district to restrict access to in-person instruction in a single classroom or school, the following will be implemented:**  Input/direction from local health department, state or national authorized official or agency.   * One day of asynchronous instruction when transitioning out of in-person instruction will allow families and staff to prepare for hybrid/fully remote instruction.   + Staff will be available via Zoom to support students. * One day of asynchronous instruction when transitioning to in-person instruction will allow families and staff to prepare.   + Staff will be available via Zoom to support students.   When needed, students are provided a Chromebook and charger. Staff will be on site unless the district is directed otherwise. |

|  |  |
| --- | --- |
| The plan for how to provide instruction if the district moves to a different instructional modality | * **6-12** - 6 period day + ACE following current bell schedule delivered via Google Classroom and Zoom. * **P-5** - Follow current school schedule with Google Classroom and Zoom. |
| Schedule for review of continuity of operations plan | This plan will be reviewed on an annual basis, to include a review of current emergency/ disaster information from the local health department, school board, and state educational authorities.  If the district moves to virtual/ remote instruction, this plan will be reviewed on a weekly basis, throughout the duration of the closure of in-person learning. |
| Instructional Hours Offered | Oakville School District is scheduled to provide at least 1027 hours of instruction based for the 2023-24 school year. |
| Notification to SBE and OSPI | In the event of the transition to virtual/remote learning, OSD will follow the most current OSPI remote learning contact time requirements.  Must occur within 5 days of the decision to implement the continuity of operations plan by **email** and **postal mail**   1. Date disruption began or begins 2. Reason for disruption (ex: declaration of emergency, description of disruption) |
| Contact | Rich Staley Superintendent  [rstaley@oakvilleschools.org](mailto:rstaley@oakvilleschools.org)  360-273-0171  PO Box H (200 School St.) Oakville, WA 98568 |