

**WEST TALLAHATCHIE SCHOOL
DISTRICT
RETURN-TO-SCHOOL PLAN
VIRTUAL SCHEDULE**
IN RESPONSE TO COVID-19



July 30, 2020

Dear Fellow Educators, School Administrators, Parents, and Community Members:

After a spring unlike any before, I write to you about our plans for the fall with the wellbeing of our students, teachers, staff, and communities firmly in mind. It is sobering to think of the sickness and fatalities caused by COVID-19 in our state, in our nation, and around the world. However, I would like to thank you for your understanding and patience during this COVID-19 period. Your support will be significant to a successful start of reopening schools in August 2020.

I would like to encourage each of you to stay informed through all of our postings on social media, website, and other forms of communication.

We are proud of the work that we've done together to develop the *Reopening Planning Document*. This planning document reveals the framework regarding the reopening of WTSD schools. This document will be updated as information is released by MDE, MDH, and the Governor's Office. This document will also be available on our website.

More information on the start of school will be forthcoming.

MISSION STATEMENT

The mission is to ensure each learner is provided a quality education that enables students the opportunity to successfully meet the demands of a rapidly changing society.

VISION

To create a comprehensive school for educating our youth for tomorrow while enhancing and embracing who they are today.

DISTRICT GOALS

GOAL 1: Increase student achievement across the district.

GOAL 2: Provide a safe, secure, and orderly environment in all schools in the district.

GOAL 3: Increase the number of students who are college and career ready.

GOAL 4: Maintain sound financial stability.

GOAL 5: Increase parental and community engagement within the district.

INTRODUCTION

This plan has been created with the purpose of safely reopening West Tallahatchie School District. The purpose of this plan is to aid in navigating the reestablishment of our school where employees, students, and families can continue with the educational process and eliminate exposure to COVID-19. The guidelines referenced in this plan are based on guidance from the Mississippi Department of Education (MDE), Centers for Disease Control and Prevention (CDC), and West Tallahatchie School District (WTSD). This plan will be periodically updated based on changes and directives given by MDE, CDC, and WTSD.

CARES ACT FUNDING

The CARES Act Elementary and Secondary Schools Emergency Relief Fund (ESSERF) will provide financial assistance to each Mississippi school district to help address the numerous challenges of the COVID-19 pandemic. The amount received by each school district will be roughly 70% of the district's yearly Title I-A allocation. The WTSD was allocated a total of \$487,610.00. These funds will be for:

Purchasing of educational technology (hardware, software, connectivity) that aids in regular and substantive educational interaction between students and classroom instructors including low-income students and students with disabilities which may include assistive technology or adaptive equipment

PLANNING PROCESS

The West Tallahatchie School District continues to work with the Mississippi Department of Education, school officials as well as community stakeholders to plan for the reopening of schools for the 2020-2021 academic year. WTSD conducted one parent survey and one staff survey in June and July to gauge the comfort levels on returning to school and work for the Fall. Both groups indicated a level of uneasiness of reopening schools in person.

ACADEMIC OPTION-August 24, 2020

On June 26th, the WTSD Board of Trustees had a choice to vote on two academic options. The first option was hybrid learning. This option is in-person learning and online learning. Parents were also provided an online survey for their input on reopening schools in the district. The second option was virtual learning. This option is instruction provided through distance learning (100% online). The votes by the Board were for 100% online learning for the 2020-2021 school year.

Online Learning: Students will learn remotely, full-time using technology-based learning platforms. The students will not be on campus. These classes will be taught by WTSD teachers using Google Classroom, I-Ready, Mastery Connect, Edgenuity, and other resources. The online option at this point is a semester commitment. With this option, attendance will be taken and lessons will be graded as required.

TECHNOLOGY

The district was allocated \$487,610.00 through the CARES Act. The funds from this Act will be used to purchase I Pads, Chromebooks, Laptops, for all students and staff of WTSD. The district has also received additional funding from the Equity and Distance Learning Grant to purchase electronic devices.

PROFESSIONAL DEVELOPMENT

Professional development will be provided for teachers regarding virtual learning. Teachers will receive training on using the following technology platforms; Google Classroom, Google Meet, Edgenuity, and ZOOM. Video conferencing will be provided immediately by Synergetics. This is a 5 day virtual training.

BOOKS

WTSD will purchase online books and resources in order to provide all students with instructional materials while virtual learning is taking place.

CAMPUS CLEANING PROTOCOLS

The WTSD Maintenance Department will follow all recommended practices given by MDH. The appropriate cleaning agents and other sanitizers will be used to disinfect all areas of the buildings in the district.

STUDENT NUTRITION (BREAKFAST AND LUNCH)

Meals will be delivered door-to-door. Breakfast and lunch **for enrolled students** may be “Grab and Go” bags while lunch may also consist of hot meals. For added safety, all adults and children are asked to wear a mask.

| Bus # | Drop-off Location | Times |
|--------------|--------------------------|-----------------|
| 908 | Tutwiler/Brazil | 10:45-11:45 M-F |
| 923 | Tutwiler/Parrell | 10:45-11:45 M-F |
| 910 | Glendora/Sharkey Road | 10:45-11:45 M-F |
| 911 | Phillip/Due West/Equin | 10:45-11:45 M-F |
| 927 | Webb/Sumner/Goosepond | 10:45-11:45 M-F |

TRANSPORTATION

Students will not be transported during Virtual Learning; buses will be used strictly for the purpose of delivering meals and instructional packets to students.

BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Once in the morning before delivering meals.
2. Once in the afternoon after meals have been delivered.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed respiratory illness or disease within the last 7 days.

VISITORS ON CAMPUS

There will be a closed campus, visitors will be required to call into the school to conduct business. Only WTSD personnel will be allowed into the buildings.

TOPICS

In order to ensure the continued well-being of our students, employees, families and stakeholders, WTSD will be following the guidelines or topics set forth by MDE. Meetings involving key personnel are necessary in order to plan an effective course of action that will ensure everyone is able to provide input, suggest ideas, receive feedback, and keep key personnel involved in the decision-making process. Key personnel will have regularly scheduled follow-up meetings in order to assess effectiveness and make changes as needed.

I. ACADEMIC PROGRAMMING REOPENING PLAN

Strategies for Mississippi leaders to consider as they plan to reopen schools to address learning gaps and provide high quality instruction.

ACADEMIC PACKETS

Academic packets will be made available for students who do not receive a device to use at home.

BOOKS

WTSD will purchase online books and resources in order to provide all students with instructional materials while virtual learning is taking place.

ONLINE INSTRUCTION (ELEMENTARY K-6)

Students in grades K-3 will be self-contained. They will remain logged in with one teacher for the duration of the instructional day. Time will be allotted for students to have breaks between subjects being taught. Students in grades 4-6 will be split into 3 groups. Those groups will rotate between four areas: ELA/Social Studies, Math, and Science, Students will be given breaks between subjects. A copy of the K-6 schedule is listed below. Fridays will be used for remediation and interventions, according to a student's individual needs. Professional development will also occur on Friday.

K-3 INSTRUCTIONAL SCHEDULE (Self-Contained)

| 8:00-9:20 | ELA /SS | ELA /SS | ELA /SS | ELA /SS |
|--------------------|---------------------|---------------------|---------------------|---------------------|
| 9:20-9:25 | Transition (Break) | Transition (Break) | Transition (Break) | Transition (Break) |
| 9:25-10:45 | Math | Math | Math | Math |
| 10:45-11:45 | Lunch | Lunch | Lunch | Lunch |
| 11:45-1:10 | Science | Science | Science | Science |
| 1:10-1:20 | Transition (Break) | Transition (Break) | Transition (Break) | Transition (Break) |
| 1:20-2:40 | Activity/Interv/Rem | Activity/Interv/Rem | Activity/Interv/Rem | Activity/Interv/Rem |
| 2:40-3:30 | Planning | Planning | Planning | Planning |

4-6 INSTRUCTIONAL SCHEDULE (Monday-Thursday)

| TIME | ELA/SS | SCIENCE | MATH |
|-------------|---------------|----------------|-------------|
|-------------|---------------|----------------|-------------|

| | | | |
|--------------------|-----------------------|-----------------------|-----------------------|
| 8:00-9:20 | G-1 | Activity/Interv/Rem | G-3 |
| 9:20-9:25 | Transition (Break) | Transition (Break) | Transition (Break) |
| 9:25-10:45 | G-2 | G-3 | Activity/Interv/Rem |
| 10:45-11:45 | Lunch | Lunch | Lunch |
| 11:45-1:10 | Activity/Interv/Rem . | G-1 | G-2 |
| 1:10-1:20 | Transition (Break) | Transition (Break) | Transition (Break) |
| 1:20-2:40 | G-3 | G-2 | G-1 |
| 2:40-3:30 | Planning | Planning | Planning |

TEACHER INSTRUCTIONAL SCHEDULE

Teachers at R.H. Bearden will deliver instruction from their classroom two days a week. This will limit the number of teachers in the building at one time and help to minimize the risk of exposure to COVID-19. Certified teachers and interventionists will follow the schedule below.

| MONDAY | | TUESDAY | | WEDNESDAY | | THURSDAY | |
|-----------------------------------|------------------------------|------------------------|---|-----------------------------------|------------------------------|------------------------|---|
| WHITE HOUSE | ALTERNATIVE SCHOOL | WHITE HOUSE | ALTERNATIVE SCHOOL | WHITE HOUSE | ALTERNATIVE SCHOOL | WHITE HOUSE | ALTERNATIVE SCHOOL |
| 6 TH , 4 TH | K, 2 ND | 5 TH , P.E. | 1 ST , 3 RD | 6 TH , 4 TH | K, 2 ND | 5 TH , P.E. | 1 ST , 3 RD |
| Interv (4 th) | Interv (K, 2 nd) | | Interv (1 st , 3 rd) | Interv (4 th) | Interv (K, 2 nd) | | Interv (1 st , 3 rd) |

ONLINE INSTRUCTION (HIGH SCHOOL 7-12)

To best support students, teachers, and families during this time an alternating day schedule will be used to adjust instruction to our virtual school model. They will receive online instruction using google meets

video conference Monday through Thursday. Friday will be used for remediation, interventions, and professional development.

The schedule will include:

- Classes will meet on an alternating day schedule (twice weekly)
- Odd Periods (1,3,5,7)- Monday/Wednesday (The English, History, And ICT teachers will report to West Tallahatchie High School on Monday and Wednesday from 7:30 a.m. to 3:30 p.m.)
- Even Periods (2,4,6,-) Tuesday/Thursday (Math, Science, and Physical Education teachers will report to West Tallahatchie High School on Tuesday and Thursday from 7:30 a.m. to 3:30 p.m)
- Student Support Time
- Interventions/Remediation are on Friday and are scheduled according to a student's individual needs.
- PLC/Professional Meeting Times

| Times | Monday/Wednesday English, History, and ICT teachers in building. | Tuesday/Thursday Math, Science, and Physical Ed. teachers in building. | Friday |
|-----------------------|---|---|---|
| 7:45 a.m.-9:15 a.m. | 1st Period | 2nd Period | Interventions/Remediation Science |
| 9:25 a.m.- 10:55 a.m. | 3rd Period | 4th Period | Interventions/Remediation Math |
| 10:55 a.m.-11:45 a.m. | Break | Break | Break |
| 11:45 a.m.-1:00 p.m. | 5th Period | 6th Period | Interventions/Remediation History/English |
| 1:10 p.m.- 2:40 p.m. | 7th Period | Student Support/Remediation | Professional Development/ Other Professional Responsibilities |
| 2:40 p.m.-3:30 p.m. | Student Support, Other Professional Responsibilities | Student Support | Student Support, Other Professional Responsibilities |

ONLINE INSTRUCTION (NORTH DELTA ALTERNATIVE SCHOOL 5-12)

Students enrolled at North Delta Alternative School will follow the same online schedules as those of their respective home school.

SPECIAL EDUCATION

IEP goals and objectives will be addressed through a combination of virtual interactive modules and work packets. ***ALL SPED PROGRAMMING WILL BE BASED ON IEP COMMITTEE DECISIONS.**

Special Education K-6 Teacher Schedules (Teacher schedules will be based on student schedules.)

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------------------|---------------|----------------|------------------|-----------------|--|
| 8:00-9:20 | ELA/Math | ELA/Math | ELA/Math | ELA/Math | Student Support/Extra Remediation/Parent Contact |
| 9:20-9:25 | Transition | Transition | Transition | Transition | Transition |
| 9:25-10:45 | ELA/Math | ELA/Math | ELA/Math | ELA/Math | Student Support/Extra Remediation/Parent Contact |
| 10:45-11:45 | Lunch | Lunch | Lunch | Lunch | Lunch |
| 11:45-1:10 | ELA/Math | ELA/Math | ELA/Math | ELA/Math | Student Support/Extra Remediation/Parent Contact |
| 1:10-1:20 | Transition | Transition | Transition | Transition | Transition |
| 1:20-2:40 | ELA/Math | ELA/Math | ELA/Math | ELA/Math | Student Support/Extra Remediation/Parent Contact |
| 2:40-3:30 | Planning | Planning | Planning | Planning | Planning |

Special Education 7-12 Teacher Schedules (Teacher schedules will be based on student schedules.)

| TIME | MONDAY/WEDNESDAY | TUESDAY/THURSDAY | FRIDAY |
|-------------|------------------|-----------------------------|--|
| 7:45-9:15 | 1st Period | 2nd Period | Student Support/Extra Remediation/Parent Contact |
| 9:15-9:25 | Transition | Transition | Transition |
| 9:25- 10:55 | 3rd Period | 4th Period | Student Support/Extra Remediation/Parent Contact |
| 10:55-11:45 | Lunch | Lunch | Lunch |
| 11:45-1:00 | 5th Period | 6th Period | Student Support/Extra Remediation/Parent Contact |
| 1:00-1:10 | Transition | Transition | Transition |
| 1:10- 2:40 | 7th Period | Student Support/Remediation | Student Support/Extra Remediation/Parent Contact |
| 2:40-3:30 | Planning | Planning | Planning |

II. OPERATIONS PROGRAMMING REOPENING PLAN

Strategies for Mississippi leaders to consider as they plan to reopen schools to address operational support, transportation, and food service planning.

STAFF TRAINING

1. Pre-return to school training-

Presented remotely to ensure understanding and preparedness to align with this manual

2. First Day Training/Orientation

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom

3. Cleaning Crew Protocols

Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

III. FAMILY & COMMUNITY SUPPORT REOPENING PLAN

Strategies for Mississippi leaders to consider as they plan to reopen schools to keep the community informed.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS, STAFF, AND STAKEHOLDERS

WTSD will partner with Region One Mental Health as well as the school counselor and parent liaison aide in order to develop various types of resources for parents and teachers to access. Region One, the school counselor, and parent liaison will work with students and parents individually or in small groups to address any well-being needs. Region One Mental Health will continue to provide teletherapy and day treatment services to students. Region One Mental Health will follow the Department of Mental Health guidelines regarding virtual teletherapy daily.

COMMUNICATION METHODS

To stay abreast of the most up-to-date information, R. H. Bearden Elementary School, West Tallahatchie High School and North Delta Alternative School will utilize the following methods to inform students, parents, and stakeholders of any changes.

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. District All-Call
5. School Status

6. Active Parent

IV. HEALTH AND SAFETY REOPENING PLAN

Strategies for Mississippi leaders to consider as they plan to reopen schools to keep students and staff safe.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept in each building..

HEALTH PROTOCOL

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 7 days have passed since symptoms first occurred

- If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
 - a. Your healthcare provider
 - b. Your building level administrators
3. Your administrator will work with HR to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. WTSD employees should practice staying approximately 6 feet away from others and eliminating contact with others. No more than 4 teachers will be allowed in the building at one time. Teachers must call to make an appointment. Teachers must pass the employee screening protocol before entering. Teachers must clean areas they come in contact with before leaving.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

Employees are encouraged to disinfect their own personal workspace (teacher desk, etc.) if they enter their classroom.

SHARED WORKSPACE

Employees who are present in the building are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. WTSD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The WTSD Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– WTSD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the offices and schools before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

| Category | Area | Frequency |
|-----------------------------|--|---|
| Workspaces | Classrooms, Offices | At the end of each use/day |
| Appliances | Refrigerators, Microwaves, Coffee Machines | Daily |
| Electronic Equipment | Copier machines, Shared computer monitors, TV's, Telephones, keyboards | At the end of each use/day and/or between use |
| General Used Objects | Handles, light switches, sinks, restrooms | At least 4 times a day |
| Buses | Bus seats, handles/railing, belts, window controls | At the end of each use/day |
| Common Areas | Cafeteria, Library, Conference rooms, Gyms, Common Areas | At the end of each use/day; between groups |

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly.

DEEP CLEANING AND DISINFECTION PROTOCOL

West Tallahatchie High School will reopen using the virtual model therefore deep cleaning is only triggered when an active employee is identified as positive for COVID-19 based on testing.

PREVENTIVE MATERIAL INVENTORY

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

V. EFFECTIVE COMMUNICATIONS REOPENING PLAN

Strategies for Mississippi leaders to consider as they plan to reopen schools and keep internal and external stakeholders informed.

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. District All-Call

VI. TECHNOLOGY/LEARNING MANAGEMENT SYSTEMS REOPENING PLAN

Strategies for Mississippi leaders to consider as they plan to reopen schools and equip teachers and students with tools for digital learning.

EQUIPMENT

WTSD will Purchase Chromebooks, Laptops, Headphones, and Hot Spots (to provide internet access for students and teachers without internet service) and Webcams. Monitors will be provided for teachers.

For accountability purposes a contract will be developed that requires a parent to pay a deposit prior to receiving a hot spot, headphones and a chromebook.

DISTRIBUTION

Chromebooks, headphones, and hot spots will be distributed August 17 - August 21 in the library of West Tallahatchie High School. They will be distributed by grade according to the schedule below.

| Monday August 17 | Tuesday August 18 | Wednesday August 19 | Thursday August 20 | Friday August 21 |
|---------------------|----------------------|------------------------|-----------------------|---------------------|
| K, 1st, 7th | 2nd, 3rd, 8th | 4th, 5th, 10th | 9th, 11th | 6th, 12th |