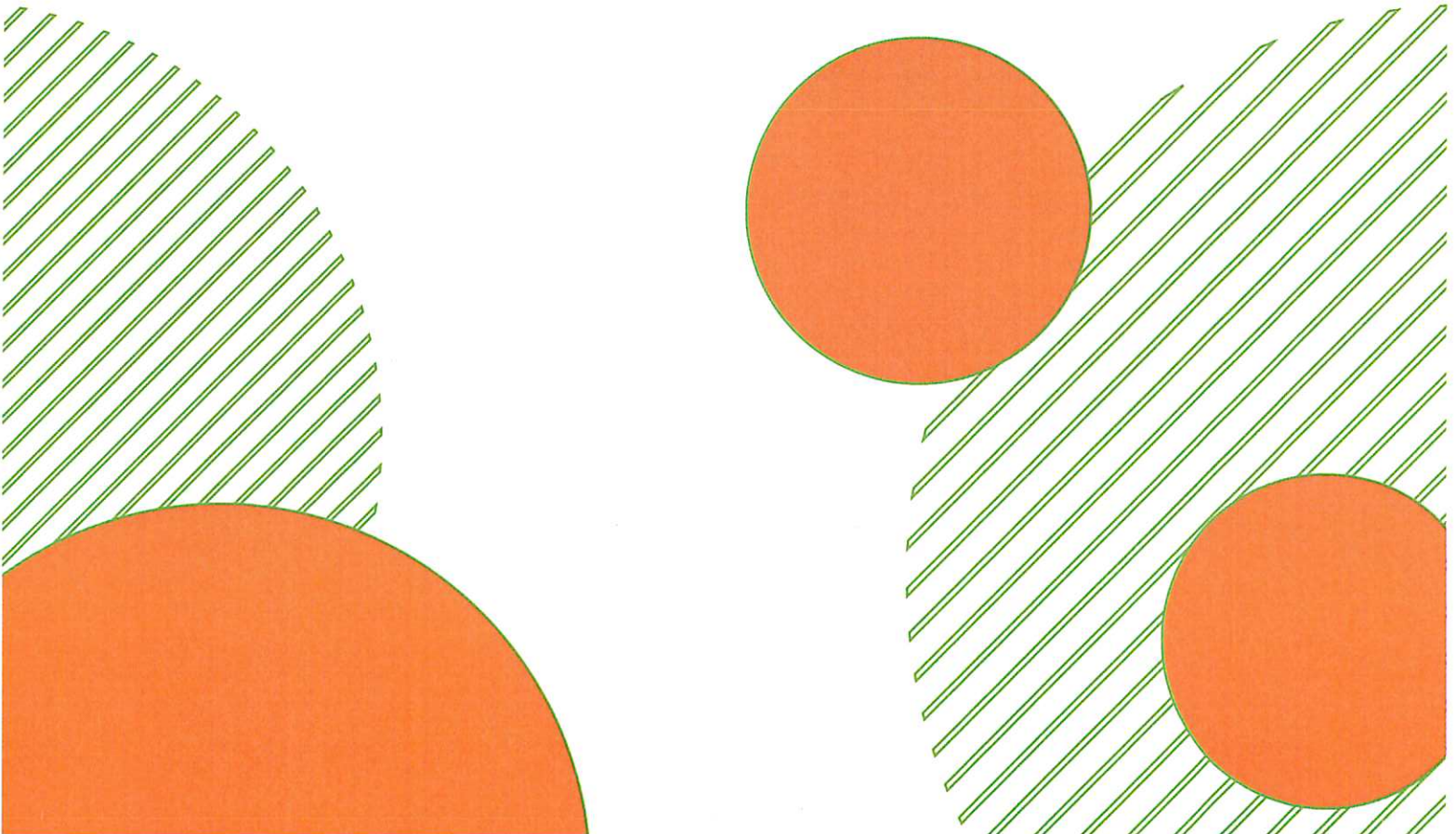


WILKINSON COUNTY SCHOOLS

# BACK TO SCHOOL

## REOPENING GUIDELINES

Our plan will likely evolve to reflect the latest expert guidance from national, state, and local authorities.



# COVID-19 RESPONSE

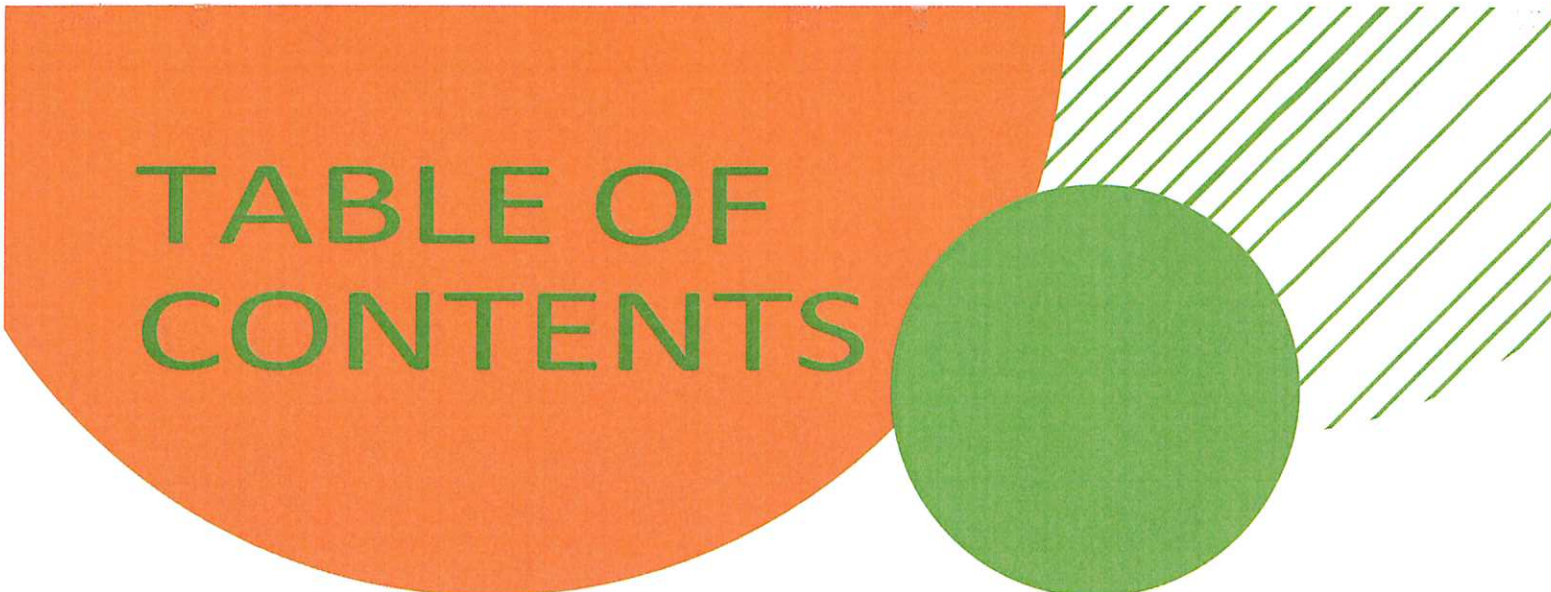
BACK TO SCHOOL REOPENING GUIDELINES

**Wilkinson County Schools** will begin the 2020-2021 school year with a distance learning start on August 12, 2020. Within this model, students will receive educational packets catered to their grade level with teacher support through Zoom and Google Classroom. The model will be monitored for improvement weekly.

It is the goal of the district to begin a Hybrid Learning Model return on September 14, 2020. Within this model students will be placed in (2) cohorts and attend school on either Monday/Wednesday or Tuesday/Thursday with Friday serving a possible remediation and enrichment day. A virtual learning option will also be made available to students. Once a parent selects the virtual option, a student must remain virtual for an entire nine-week period.

In light of the different grade levels, school population sizes, and campus layouts of the 4 schools in our District, a detailed plan of action for reentry will be developed by each school based on the guidelines in this document.





# TABLE OF CONTENTS

## BACK TO SCHOOL

### Table of Contents:

|  |    |
|--|----|
| Introduction: Letter from the Superintendent of Education..... | 4  |
| Learning Models.....   | 5  |
| Virtual Student Request.....                                   | 7  |
| Preventing the Spread of Illness.....                          | 9  |
| Updated District Policies.....                                 | 15 |
| Family First Corona Virus Response.....                        | 17 |

# Wilkinson County Department of Education

Chavis Bradford, Superintendent

Post Office Box 785 \* Woodville, MS 39669

Tel (601) 888-3582 or (601) 888-6085 Fax (601) 888-3133

cbradford@wilkinson.k12.ms.us

www.wilkinson.k12.ms.us



Citizens of Wilkinson County:

Upon reviewing the recent updates involving the Covid-19 virus numbers, I, along with the Wilkinson County Board of Trustees, have decided to revise the school reopening plan. The safety and well-being of our students, faculty, and staff is our priority.

As we continue to receive updates from the CDC, the Mississippi Department of Education, and other medical professionals, we have found it necessary to rethink the way our students will be educated. We have also taken into consideration the feedback from parents and community members. After much review and analysis, we have determined that students **will not physically return to campuses until** after the Labor Day Holiday. However, we will begin distance learning for our students on **August 12, 2020**.

On August 12, 2020, parents will be responsible for picking up educational learning packets from the school sites. We are tentatively scheduling the pick-up of packets for 9:00 A.M. until 5:00 P.M. Packets will be well-developed by teachers, and principals will be responsible for ensuring that packets meet the instructional minutes mandated by the Mississippi Department of Education. The district is also working to ensure that teachers develop schedules for Zoom conferencing that will allow students to access teachers daily for assistance via electronic devices and cellular phone.

Although there are pros and cons to all of the models proposed, the aim is for students to continue with some level of instruction from teachers. The proposed model will be evaluated bi-weekly for improvement. Additional information about "Grab & Go" lunches and Phase 2 of the plan will be released next week.

Please keep in mind that this is an ever-changing situation. As we continue to receive information, we will update our community via district website, Wildcat Pride, and by utilizing the district call-out system. Thanks for your cooperation.

Educationally yours,

A handwritten signature in blue ink that reads "Chavis L. Bradford". The signature is fluid and cursive, with the first letters of the first and last names being capitalized.

Chavis L. Bradford, Superintendent



# LEARNING MODELS

## Traditional Instruction

### Learning Models:

The District is working hard to incorporate many safeguards to help keep our students and staff as safe as possible while implementing a traditional instructional model. This document is based on the latest guidance from the CDC, the Mississippi Department of Health, the Mississippi Department of Education, and other authorities. A summary of these safeguards is available below, following an explanation of the hybrid and distance instructional models which may be implemented should the impact of COVID-19 necessitate these alternate models at any point in the school year.

## Hybrid Instruction

If the impact of COVID-19 continues to make the traditional instructional model impracticable, the District will be prepared to move into a hybrid model in September. Students will be divided into two groups with an alternating A/B Schedule, alternating face-to-face and virtual instruction during the week.

## Distance Learning

If the impact of COVID-19 continues to make the hybrid instructional model impracticable, the District will be prepared to move into a completely distance learning model.

- Implement a robust distance teaching and learning plan:
- Develop distance learning curriculum ahead of time to easily pivot.
- Train teachers on instruction in a virtual environment for seamless transition to distance learning
- Develop and deploy virtual trainings for parents/families (video vignettes).
- Provide access to virtual lessons for students and parents.
- Establish teaching schedule/office hours and communicate the plan to parents.
- Distribute printed instructional packets/materials and District/school communications along with meals; designate and communicate collection/drop off points

Please note that distance learning is different than the WCSO Virtual Learning program. Students enrolled in virtual learning will participate in the plan for the entire semester. Should the need arise for on-campus learning to move to distance learning, on-campus students will participate in a distance learning curriculum separate from the virtual learning program. Although teachers in on-campus school and virtual school will cover the same state standards and pacing throughout the year, the exact timing of the lessons may vary. To allow all students to stay on track within their curriculum, on-campus students will remain in a cohort with their on-campus teacher and classmates in a distance learning situation. Virtual learning students will may remain with their virtual class and teacher throughout the entire semester, regardless of any changes to the on campus learning program.



# LEARNING MODELS

## Virtual Learning

Wilkinson County Schools is offering a virtual learning option for students who cannot return to school buildings due to health issues or other concerns during the COVID-19 pandemic. The form to enroll in this opt-in distance learning option is available below through Friday, August 14th, at noon. Please thoroughly read the Virtual Learning Guidelines and Virtual Learning Academic Honesty Policy before submitting the Virtual Learning Enrollment Form. Students enrolled in the virtual learning option will be committed to virtual learning for the entire semester.

### Requisites for virtual learning

1. A capable and accessible adult willing to monitor/support virtual learning.
2. Agreement to abide by the Academic Honesty Policy concerning completion of assignments and assessments in the virtual environment.
3. Extracurricular activities including, but not limited to clubs, field trips, sports, cheer, dance, band, choir and Career & Technical Education may NOT be available for students enrolled in virtual learning. However, seniors enrolled in virtual learning who complete all graduation requirements will be able to participate in their typical school site's commencement ceremony.
4. The curriculum for virtual learning for Grades K-8 will consist mainly of core classes in ELA, math, science and social studies. The curriculum for virtual learning for Grades 9-12 will be based on course availability and student enrollment
5. Individual Education Plans and Language Services Plans will be maintained to the maximum extent possible for student enrolled in virtual learning.
6. Students enrolled in virtual learning must be committed to online learning. While virtual learning is an option for students in unique situations, virtual learning cannot replicate the traditional classroom setting.
7. Students enrolled in virtual learning will follow the district academic calendar and will be allowed only to take courses for which they are enrolled at the beginning of the school year.
8. Students participating in virtual learning will be considered enrolled at his/her home school and assigned to Wilkinson County Schools' instructional staff. Best practices for virtual learning will be employed to include rigorous instruction, high expectations of student performance, and meeting grade-level standards.

# Wilkinson County School District

## Virtual Student Request Form



As the parent/guardian of \_\_\_\_\_, I request for my child to remain a virtual student for the coming nine-weeks of school.

My home has sufficient Internet capacity for my child to participate in classroom instruction through the use of communication platforms such as ZOOM, Google Conferences, etc.

Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that if my child remains a virtual student, that he/she will not be allowed to participate in extracurricular activities such as sports, band, choir, show choir, etc.

Yes \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date of request: \_\_\_\_\_

***While Virtual Learning is an option for students in unique situations, it does not serve as an equitable alternative to the traditional classroom setting. Students with an IEP and/or 504 Plans will have accommodations provided in accordance with these plans.***

\*\*\*\*\*

This document will be filed with appropriate school personnel.



# LEARNING MODELS

## Virtual Learning (continued)

The grading system, as well as promotion/retention policy utilized for on-campus students, will also be applicable to virtual students.

- Teachers may be available to assist students enrolled in virtual learning in working through weekly independent assessments.
- Students enrolled in virtual learning and their at-home supervising adult will also need to become familiar with Google Classroom.
- The content and pace will reflect traditional school curriculum expectations. Instruction may not include real-time interaction with teachers and/or other students. Virtual learning classes will not be a livestream of the traditional classroom. However, in some circumstances, a student may join in live online instruction.
- Students enrolled in virtual learning will be considered “in attendance” if they complete work on a weekly basis to stay on track with the traditional course schedule while adhering to Mississippi Department of Education guidelines.
- Students enrolled in virtual learning may be required to be in person for school and state testing or other activities designated by the school or district leadership.
- The only opportunities to request a transfer from virtual learning to on-campus learning will be at the beginning of each semester.
- Once you submit the online Virtual Learning Enrollment Form for your student, your student cannot switch to on-campus learning until the beginning of the spring or fall semester, whichever is applicable



# Preventing the Spread of Illness

- Parents/guardians should perform an assessment of their child(ren)'s health before leaving home. If your child feels unwell, or has any of the following symptoms, please do not allow him or her to come to school and contact your healthcare provider. People with these symptoms may have COVID-19: fever or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.
- Students, faculty, and staff will wear face coverings and/or face shields at all times practicable while on school campuses. Face coverings should adhere to dress code standards established in the student handbook.
- Students, faculty, and staff should socially distance, i.e., remain six feet apart, to the extent practicable.
- Seating and desks should face the same direction and be distanced apart to the extent practicable.
- Students, faculty, and staff should stay home when they are sick, when they have a temperature of more than 100.4°F (38°C), or when they do not pass the daily at-home screening examination. In an effort to encourage sick individuals to stay home, attendance policies and related exemptions have been modified and will be available for reference in the 2020-2021 student handbook.
- Students and staff who live with anyone diagnosed with COVID-19 should stay home from school until the risk of transmission has passed.
- Persons with COVID-19 should isolate for 14 days and also be free of fever for three consecutive days before returning to school. A negative COVID-19 test or note from a medical professional should be submitted to the school prior to return to campus.
- Everyone should practice good hygiene measures such as handwashing often with soap and warm water for 20 seconds and covering coughs and sneezes.
- Faculty and staff temperatures will be taken daily. Students' temperatures may also be taken, but due to numbers and logistics we will not temperature check every child every day. Faculty and staff will assist in monitoring students for symptoms and will refer anyone with symptoms to the school nurse/school designee for evaluation.
- Parents are encouraged to bring their students to and from school in their own automobiles.
- Hand sanitizer will be on all buses, in hallways, classrooms, bathrooms, and at school entrances and exits. Hand soap and paper towels shall be in all bathrooms.
- Stations will be set up to quarantine students with symptoms.



## Cleaning Processes and PPE

Prior to the start of school for students, the District is providing each school with cleaning supplies and Personal Protective Equipment (PPE).

Each school will have:

- 60% alcohol or higher hand sanitizer at various locations in each building.
- Disinfectant spray for each school for disinfecting surfaces
- Back up face masks for faculty, staff, and students

Schools will be provided with additional PPE and cleaning supplies as needed through requisition from the District warehouse.

## Regular Cleaning of School Buildings

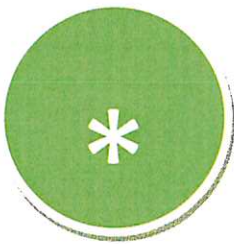
1. High-touch areas of classrooms will be sanitized by faculty and staff between classes or as often as practicable.
2. Halls and bathrooms will be sanitized throughout the day by custodial staff.
3. Principals will be responsible for daily safety protocols at each school site.
  - a. A regular cleaning schedule will be developed for custodians by each building principal.
  - b. Each school is to be sanitized at the end of each day.
  - c. Schools will be deep-cleansed at the discretion of district directive.



## ENTERING AND LEAVING SCHOOL BUILDINGS

Each campus will implement standard operating procedures while taking preventative measures to include, but not limited to:

- Provide hand sanitizer for students, faculty, and staff
- Eliminate unnecessary congregations of students, faculty and staff
- Implement social distancing
- Designate entrance and exit flow paths
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID-19 and its symptoms, preventative measures (including staying home when sick), good hygiene, and school/District specific protocols
- Establish a protocol for students, faculty and staff who feel ill or experience symptoms when they come to school
- Isolate and send home individuals who are ill, experience symptoms, or have a temperature of over 100.4°F (38°C)
- Adhere to District protocols regarding school visitors
- Establish a protocol for student pick/drop off: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup Isolate and send home if student or staff temperature is over 100.4°F (38°C).



## VISITORS

- Visitors to campus should go directly to the school office area
- No classroom and lunchtime visits allowed until further notice
- Necessary visitors (vendors) will be required to have temperature checks upon arrival to the building and will wear a face covering while on campus.

## FOOD SERVICES-CHILD NUTRITION

- Provide for student hand washing/hand sanitizing before and after meal service.
- Mark spaced lines to enter the cafeteria and serving lines to the extent practicable and designate entrances and exit flow paths.
- Conduct cleaning of cafeterias and high-touch surfaces throughout the school day
- Schools will employ alternative serving models for meals: Serving meals in classrooms or in the cafeterias with specific social distancing guidelines.

Follow the District's specific protocols for communication in the event of confirmed cases of cafeteria staff.

## Transportation

- All students and drivers shall wear face coverings.
- Social distancing will be employed to the extent possible on each bus but cannot be guaranteed.
- Parents and guardians are encouraged to bring students to school in order to reduce the number of bus riders.
- Hand sanitizer will be provided for students and bus drivers.
- Drivers will be screened daily for symptoms of illness.
- Field trips are suspended until further notice.
- High-touch surfaces will be sanitized frequently.
- Buses will be sanitized between uses.





## WHEN SOMEONE BECOMES SICK AT SCHOOL

1. Each school will have a designated separate sick/isolation room for suspected COVID-19 cases, keeping those students, faculty, and staff away from other types of illness or injury cases that may be seeking treatment or care.
  2. School nurses and other designees will use standard precautions and transmission-based precautions when caring for sick people.
  3. Sick staff members and students should not return until they have met criteria to discontinue home isolation.
  4. Persons with COVID-19 should isolate for 14 days and also be free of fever for three consecutive days before returning to school. A negative COVID-19 test or note from a medical professional should be submitted to the school prior to return to campus.
- Schools will report daily to District officials the students, faculty, and staff who have been diagnosed with COVID-19. Central Office will report such information to the State Department of Health.
  - In the event that a student or staff member is diagnosed with COVID-19, the parents/guardians of students who have been in direct contact with that individual will be notified.
  - Students and staff who live with anyone diagnosed with COVID-19 should stay home from school until the risk of transmission has passed.
  - The District will follow the guidelines of the MS Department of Health concerning when it is appropriate for students who may have been exposed to enter self-quarantine.



## WHEN A CONCENTRATION OF CASES OCCURS

The District will follow recommendations of the Mississippi Department of Health in determining when classes and schools should quarantine based on outbreaks within schools.

- If three or more people within a class or activity group are diagnosed with COVID-19, which is considered a concentration of cases, that class or activity group will quarantine at home for a period of 14 days. During quarantine, distance learning will be implemented for those students.
- If three or more concentrations of cases occur on a school campus, the campus will consider closing for a period of 14 calendar days. If a school closes, distance learning will be implemented for students at that school.





**Section: E Business Management**

**Policy Code: EBDCC Temporary Modification of Procedures for 2020-2021 School Year**

**Policy:**

## **TEMPORARY MODIFICATIONS TO PROCEURES FOR 2020-2021 SCHOOL YEAR**

In light of the continued national and statewide State of Emergency caused by the COVID-19 pandemic, the Board of Trustees of the Wilkinson County School District adopts this policy implementing temporary modifications to school procedures for the 2020-2021 school year.

The Mississippi Department of Education's Considerations for Reopening Mississippi Schools suggests school districts may plan for the start of the 2020-2021 school year by preparing to implement a traditional schedule in which students are physically present in school, a virtual schedule in which all instruction is provided through distance learning, or a hybrid schedule which combines traditional and virtual schedules to maximize opportunities for social distancing. The Board has concluded the Wilkinson County School District will open schools operating on a hybrid schedule. A virtual schedule will also be available for students whose parents determine that the student cannot yet resume face-to-face instruction.

The Board of Trustees adopts the Superintendent's recommendations, which are from the Centers for Disease Control and Mississippi Department of Health to temporarily modify school procedures. The measures are:

**Screening protocols.** Daily temperature checks will be required for all students and staff. Age appropriate screening questions will be asked daily. Students and staff should not come to school if they have a fever (defined as a temperature of 100.4 degrees or above) or have displayed other symptoms of COVID-19. If a student or staff member is found to have a fever while at school, they will be referred to the school nurse for evaluation. Students who are sent to school knowingly sick may be sent home for up to ten days for evaluation. The District will enact protocols to ensure that students and staff stay home when sick and are promptly sent home if they arrive at school sick or develop fever or other symptoms while at school.

**Restricted visitors.** Visitors will not be able to enter school buildings except as deemed necessary by building principals.

**Face coverings.** Because it is not feasible to expect students and staff to maintain the CDC-recommended physical distance of six feet at all times, face coverings will be required to enter all school buildings, in

common areas, and on all school buses. Students and staff in K-3<sup>rd</sup> will be able to remove their face coverings in their classrooms because their classes will be static. Students and staff in 4<sup>th</sup>-12<sup>th</sup> grade may remove face coverings where six feet of physical distance can be maintained.

**Large gatherings and common spaces.** Large assemblies, gatherings, and field trips will be suspended during school hours. Meals will be served inside classrooms.

**Full-time virtual learning.** Parents will be able to choose full-time virtual instruction during the 2020-2021 school year if they do not feel safe sending their child to school or they do not want their child to wear a face covering. Any student required to stay home because of illness will be able to transition to a full-time virtual schedule while at home and transition back to a hybrid schedule once cleared to return to school.

**Health awareness and education.** Students and staff will receive education on physical distancing, use of face coverings, personal hygiene, cleaning, and disinfection.

**Temporary closures.** The superintendent may temporarily close one or more schools for appropriate cleaning and planning if he determines daily student attendance has been significantly impacted by COVID-19 infections for three consecutive days. All students affected by such a temporary closure would transition to full-time virtual schedule until school reopens. All measures outlined in this policy are temporary and subject to further review and change based on information received from local, state, and federal officials. The superintendent and designees will continue to monitor available data including local case count, hospital readiness, and trends over time. The superintendent shall also have the authority to make changes to these procedures based on emergent changing conditions, subject to review by the Board of Trustees.



# Families First Coronavirus Response Act (FFCRA): Paid Leave Due to COVID-19

July 8, 2020 Communications Team Administrator News. EdUpdate 0

H.R. 6201, the Families First Coronavirus Response Act (FFCRA), went into effective April 1, 2020 and will apply through December 31, 2020. It provides guidance to all employers, to include school districts/educator, on specifics of the Act. In short H.R. 6201 provides eligible employees/educators, who are **unable to work or telework**, with a period of 80 hours of **paid leave**.

There are five (5) qualifying reasons that must be present in order to receive emergency paid sick leave (EPSL), as follows:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19
2. The employee has been advised by a health care provider to self-quarantine:
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis from a health care provider.
4. The employee is caring for an individual who is subject to a federal, state or local quarantine order related to COVID-19; or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
5. The employee is caring for his or her son or daughter whose school or place of care has been closed for a period of time, whether by order of a state or local official or authority or at the decision of the individual school or place of care, or the child care provider of such son or daughter is unavailable for reasons related to COVID-19.
6. The employee has a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor.

The substantially similar condition may be defined at any point during the effective period, but the U.S. Department of Health and Human Services has not yet identified such a condition that would allow an employee to take EPSL. If any such condition is identified, the U.S. Department of Labor will issue guidance explaining when EPSL is available for this reason.

In summary, if the employee/educator is deemed an eligible employee (30 calendar days employed), if that employee is **unable to work or telework**, and if they fall into one of the categories of Qualifying Reasons listed above, then that employee/educator can use up to two weeks (80 hours, pro-rated for part-time employees) of paid leave (EPSL). The 80 hours is available to be used for any combination of the qualifying reasons, but the total number of EPSL is capped at 80 hours.

The paid leave entitlement amounts are based on the reason for the leave. If the qualifying reason falls under #1-3, the employee is entitled to receive their regular rate of pay, subject to a maximum of \$511.00 per day, or \$5110.00 over the entire two (2) week period. (example: if employee XYZ, earns \$65 per hour, under these guidelines, they would be capped at \$511.00/\$5110.00 for the two week period, whereas their regular earnings would have been \$520.00 and \$5200.00).

If the qualifying reason falls under #4-6, the employee is entitled to receive 2/3 of the regular rate of pay subject to a maximum of \$200.00 per day, or \$2000.00 over the two (2) week period. (example: if employee XYZ earns \$65 per hour, under these guidelines, the employee could only earn \$200 per day/capped at \$2000.00 for the two week period)

Please direct any educator seeking guidance from you on H.R. 6201 to contact their local school district for specifics on this rule. Please let me know if you have additional questions.

Please note that this is a working document. As updates are given by the CDC, Mississippi Department of Education, and the Mississippi Department of Health, this document may be amended. Please note that building principals will adopt measures in this plan and modify as necessary for their school buildings.

**IMPORTANT  
NOTICE!**

A 3D white figure is standing next to a wooden block. The figure is holding a wooden gavel in its right hand, and the gavel is positioned as if it has just struck or is about to strike the block. The figure is facing towards the right, and the gavel is held horizontally.