



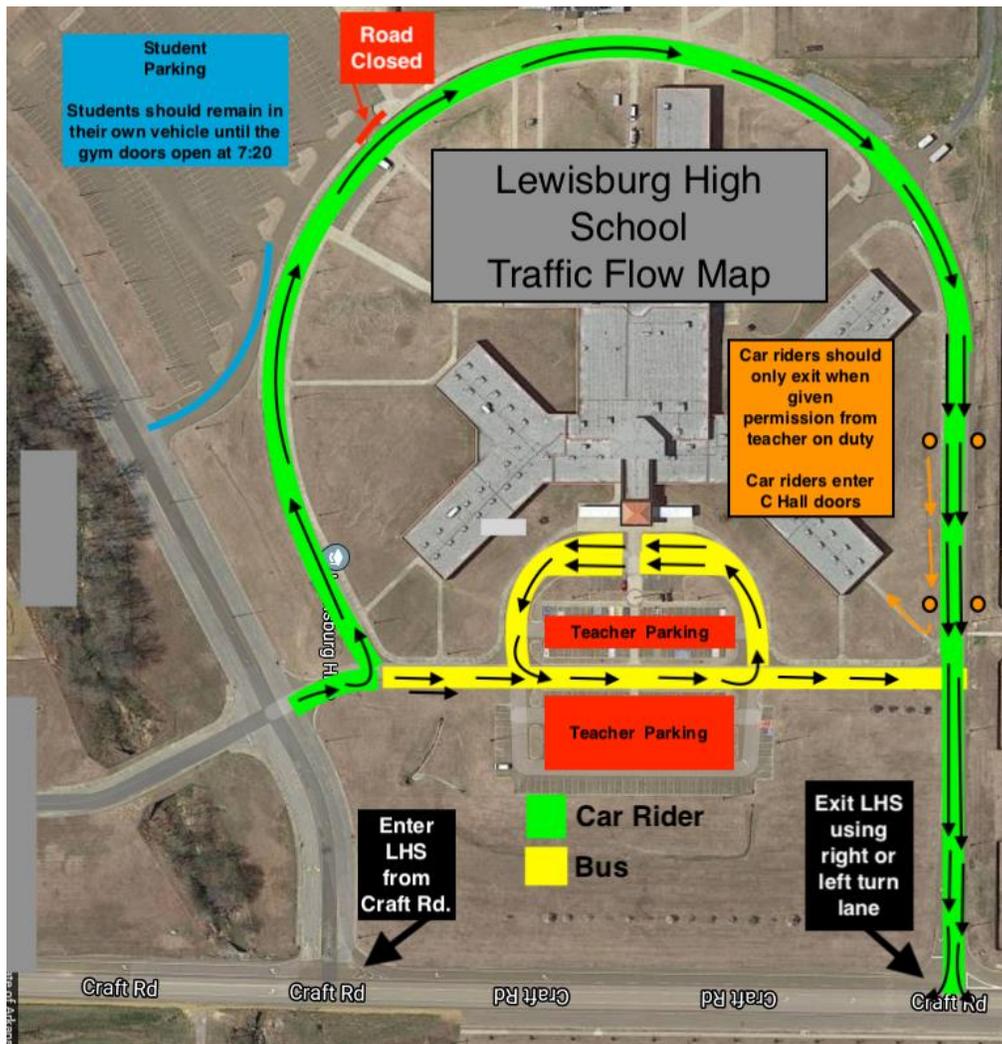
LHS Parents and Guardians,

The teachers and administrators at LHS look forward to welcoming students back to campus and through the VIP program on Monday, August 17<sup>th</sup>, 2020. I am sending out an updated Return-to-Learn plan in hopes that this will provide a blueprint for success for all students from the first day of school. I have placed a “Need to Know” section at the front of this document that directly relates to 1<sup>st</sup> day/1<sup>st</sup> week procedures. Our teachers and administrators have been working diligently to make this school year a success despite the circumstances. Have a great weekend!

**Need to Know:**

- **COVID Symptoms and Exposure**
  - In order to protect staff members and other students, parents should keep their child at home if he/she has a pending COVID test or if he/she is showing COVID symptoms. If the student attends school, he/she could increase the risk of COVID-19 transmission and cause several students to be quarantined for 14 days by the Mississippi State Department of Health. If the student has a negative test, the student can return to school.
- **Masks**
  - At the beginning of each day students that enter the building without a mask on, covering their nose and mouth, will be directed to report to the cafeteria. Students that do not have a mask will be provided one and sent to class. A list will be kept of each student that receives a mask and the frequency. Those students that refuse to wear a mask will have a conference with administrators to attempt to rectify the situation. If the student will not wear a mask, parents will be notified and the student placed in ALC until a parent comes to pick them up from school.
- **Student Documents**
  - Students will receive the following documents in 1<sup>st</sup> block on August 17<sup>th</sup>
    - Schedules (for students that have changed or need new copy)
    - Student handbook acknowledgement page – Parent sign and return by August 24<sup>th</sup> to 1<sup>st</sup> block teacher
    - Bus Pass
    - Lunch Card
    - Free and Reduced Lunch Information (Online)
    - Insurance Form (Per student request)
    - Technology Access Survey
    - Sibling Information Form

- **Morning Arrival:** Please be aware that our traffic procedures have changed. There is a map for reference below as well as an instructional video posted on the school website.
  - o 7:00 am – Doors Open - Bus riders/Car riders will report to the cafeteria
    - Socially distance/skip seats – Sit on Blue seats only
  - o 7:10 am - Dismiss to 1st block from the cafeteria
  - o 7:20 am - Student driver entrance door on South side of campus will open
    - Student drivers will be asked to stay in their own car until 7:20 am in order to stagger entrance into the school for social distancing.
- **After Dismissal**
  - o Bus riders will be dismissed at 2:40 pm and will exit the front doors
  - o Car riders/student drivers will be dismissed at 2:45 pm and exit at the end of C Hall



- **Seating Arrangements**
  - o Every teacher will have a specific seating arrangement for every class to ensure accurate contact tracing.
- **Schedule Changes**
  - o Each classroom will have a blue or pink sheet posted with a QR code that can be scanned to request to see a Counselor or request a schedule change. Counselors will call for students in the order they receive requests.
- **Visitors/Checkout Procedures**
  - o Front office procedures regarding checkouts, outside visitors, etc. have changed. Visitors will enter the main entrance vestibule and an attendant will allow them entrance into the Main Office one or two at a time.
- **Lunch Procedures**

Proper social distancing in the cafeteria will require adjustments and modifications to the times and locations of student lunches.

  - o Students will be given lunch cards this year. Students should take a picture of their lunch card in the event that they lose it. Students can use the picture on their cell phone to scan as they go through the lunch line.
  - o All students will eat in the cafeteria.
  - o A few classes per day will eat in their classroom. Those students will report to the cafeteria and will be given lunch in a closed container.
  - o Garbage cans have been placed on each hallway for trash.
  - o Students will walk down the hallway 6 feet apart.
  - o Student seating will be staggered, skipping seats. Students should sit on Blue seats only.
  - o Students will have a designated table to eat at each day with their 3<sup>rd</sup> block class.
  - o Floor markers will identify socially distanced areas for standing in line as well as which seats to sit in and which seats to skip.
- **Student Devices**
  - o This year, all students will have access to technology in the classroom like never before. We encourage students to bring their own devices, laptops, iPads, or cell phones in order to engage in Schoology content and instruction. With that said, students will be expected to use devices for instructional purposes only, use devices responsibly, and only when teachers allow them. Students that abuse their teacher's technology procedures and expectations will be disciplined.
- **Student Handbook**
  - o The student handbook is available on the LHS website and the LHS app available in the App store on your phone.

**Wish list for LHS Teachers:**

Parents, we know that supplies may be limited but we as a faculty and staff would greatly appreciate if you would consider providing some or all of the items below from our LHS Wish List. This will benefit all teachers and students in the building. These items can be turned in to your child's 1<sup>st</sup> block teacher the first week of school.

- Hand sanitizer	- Pens
- Paper towels	- Pencils
- Disinfecting wipes	- Handheld pencil sharpeners
- Disposable masks	- Highlighters

- Paper	- Tissue
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## **VIP Students and Schoology Information**

- VIP courses will become active Monday, August 17<sup>th</sup>.
  - The bulk of your student's first week activities will be focused on how to navigate the functions of Schoology and how to engage in instruction and assessment.
  - Attendance will be taken daily by teachers. Students will be marked present based on their activity in Schoology. Students should complete 60 minutes of Virtual Instruction daily per subject area.
  - Teachers will contact parents on Tuesday, August 18<sup>th</sup> with Parent Access Codes.
  - Parents/Students that have questions should refer to the "Lewisburg High School Schoology and Distance Learning Resources" link on the homepage of the LHS Website.
  - If you cannot find the answers to your questions, please reach out to your child's teacher first.
  - There are also a number of resources available by following the "Schoology" link on the LHS website.
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## **Original Return to Learn Plan Message**

*My name is Kris Perkins and I am the new Principal at Lewisburg High School. I am excited to join the Patriot family and look forward to the opportunity to lead our school community through this challenging time. The LHS administration has been working diligently to prepare for the safe return of students to campus. I appreciate your patience as we work to develop our school routines and procedures. The release of the DCS Return-To-Learn plan has caused many legitimate questions to be raised by parents and students. I am working to communicate early to let you know now how this plan will affect LHS directly so that you can begin making preparations.*

*As we begin the new school year, I feel it is important to frame our mindset for success. This year our word, our motto, our mantra will be "[Overcome.](#)" This theme calls us to do more than survive our current circumstances. We must also know that this is not an optimal environment for anyone, teachers nor students, in which we are expected to thrive. However, we must all have a shared commitment, a united front, and an unparalleled resolve to "Overcome" any obstacle, any challenge, any change. From top to bottom, this will be our shared goal throughout the 2020-2021 school year.*

*With that said, I understand that this is a difficult decision for each family to make. Please find below the most up-to-date information that we have available to help you make the best decision for your child. Not all plans have been solidified but what we do have is presented in bullet form below. The administration has worked in coordination with Central Services, other DCS high schools, and the LHS Leadership Team to consider all options and solutions.*

## LHS Return-to-Learn Plan

### Student/Teacher Safety

- **Social Distancing** - Will be maintained to the greatest extent possible based on the feasibility within the building and classroom. Social distancing recommendations and safest practices will be in place and reminders will be posted throughout the building. Social distancing procedures will be broadcast daily over the intercom and on Patriot Vision as well. Signage will be posted throughout the school regarding good hygiene practices and district guidance regarding staying at home when sick. Cafeteria seats will be marked to designate spaced seating. Tiles in the hallways will be marked to display proper social distancing. It is the responsibility of each student to adhere to social distancing guidelines.
- **Masks** - With the current executive order from Governor Tate Reeves, all students will be required to wear a mask while on school property. As the current order stands, we cannot allow students to attend class that do not wear a mask. Students that do not wear a mask will be given an opportunity to correct the issue or they will be placed in ALC and parents will be called and students sent home.
- **Prevention** - A COVID-19 statement will be read each morning by the Principal or his designee asking students to self-report if they have experienced symptoms related to COVID-19. Teachers will notify the full-time school nurse who will then come to the classroom to perform a medical evaluation. Sick students, regardless of illness, will be sent to the office. The full-time nurse will handle all issues regarding medication or illness. Students riding the CTC bus in the morning will be read the statement by their bus driver prior to leaving for the other campuses.

### General Routines/Procedures/Logistics

- Class changes will be staggered and extended.
  - All teachers will be on duty in the hallway monitoring students, directing them to go straight to class.
- Restroom access may be limited due to cleaning procedures and schedules
  - Designated times will be provided for students to use the restroom
- Morning Procedures
  - 7:00 am – Doors Open - Bus riders/Car riders will report to the cafeteria
    - Socially distance/skip seats
  - 7:10 am - Dismiss to 1st block from the cafeteria
  - 7:20 am - Student driver entrance door on South side of campus will open
    - Student drivers will be asked to stay in their car until that time in order to stagger entrance into the school.
  - 7:45 am - 1st Block Begins
- Dismissal Procedures - Staggered
  - Bus riders will be dismissed at 2:40 pm
  - Car riders/student drivers will be dismissed at 2:45 pm
- Break will be conducted in the classroom. After a sense of normalcy in our schedule has been attained we will begin running a snack cart room-to-room for students to purchase snack items. Exact change will be required to purchase snacks. No change will be made. This may occur prior to 7:45 am or during the 2<sup>nd</sup> block break period.

- Due to the inability to maintain appropriate social distancing and ensure accurate contact tracing, Patriot Hour will not be part of our regular schedule until further notice. Clubs will not meet during regular school hours until further notice.
- Schedules will be mailed to students on or before July 31st. Parent Portal will go live that day as well allowing parents to access their child's schedule digitally. Once you have received your child's schedule please contact a school counselor if you have questions.
  - Regina Ammons – A-G
  - Annie Martin– H-P
  - Shelley Dennie- Q-Z
- Activity passes will not be sold at this time.
- Lockers will not be utilized. Students may bring backpacks. Teachers will have a procedure for backpack storage in the classroom.
- Vending machines will not be available for use until further notice.
- Parent meetings and conferences will be conducted virtually. No in person meetings will be granted unless it is an emergency or with administrator approval.
- No outside visitors will be allowed to have lunch with students.
- No drop-offs of student belongings or outside food will be allowed. Students must be certain to bring all needed items to school with them each day.
- No guest speakers will be scheduled.
- No large assemblies will be held to include grade-level meetings, ceremonies, pep rallies, etc. Most information will be communicated digitally or via intercom until further notice.
- Water fountains will be available for use but students are encouraged to bring their own water bottle for use throughout the day.
  - Each hallway has a designated water fountain to drink from or refill your water bottle. We are working to get real water bottle fill stations installed in each area. Please do not drink from the water fountains designated as “Water Bottle Fill Only.”
  - Water fountains will be disinfected routinely throughout the day by cleaning staff.
- Students are encouraged to drive/car ride to school to allow for optimal social distancing on school buses.
- Students will be held to a high standard with respect to their behavior. The heightened structure of school day routines and procedures will require an adjustment on everybody's part. Discipline will be submitted digitally through a program called EdClick. This will reduce the risk of spread through the use of paper forms and will create an efficient method to communicate with parents regarding discipline issues. The primary method of communicating discipline issues will be through email and phone calls.
  - Students will be expected to be in dress code. (Dress code can be found on the DCS website)
  - Students may not borrow belts or clothes from other students.
- Front office procedures regarding checkouts, outside visitors, etc. will changed. Visitors will enter the main entrance vestibule and an attendant will allow them entrance into the Main Office one at a time.
- Printed Student agendas will not be issued
  - Students will have access to and be expected to adhere to all regular LHS rules, policies, and procedures as well as those that have been changed due to COVID. The handbook will be digitally available on the LHS website as well as the LHS App available in the App store.

### **Lunch Procedures**

Proper social distancing in the cafeteria will require adjustments and modifications to the times and locations of student lunches.

- All students will eat in the cafeteria.
- A few classes per day will eat in their classroom. Those students will report to the cafeteria and will be given lunch in a closed container and will report back to their classroom.
- Garbage cans have been placed on each hallway for trash.
- Students will walk down the hallway 6 feet apart.
- Table orientation will vary in the cafe to allow for a streamlined flow of students.
- Student seating will be staggered, skipping seats. Students should sit on Blue seats only.
- Students will have a designated table to eat at each day.
- Floor markers will identify socially distanced areas for standing in line as well as which seats to sit in and which seats to skip.

### **Classroom and Instruction**

- Once students are seated, they will be expected to remain seated unless instructed to move by the teacher.
- Teachers will have social distancing procedures in place and promote wearing protective masks in their classroom.
- The use of shared materials in class will be limited.
- Extra classroom furniture has been taken out to accommodate more classroom space.
- Group work will be limited in order to promote social distancing.
- Students will not be able to leave the room unless an administrator, or designee, is contacted.

### **Academic Guidelines**

- The absence requirement in the DeSoto County Schools exemption policy has been removed for the 2020-2021 school year. Students are encouraged to stay at home if they are showing COVID-19 symptoms.
- As a proactive measure, the grading scale for the 2020-2021 school year has been adjusted. Instead of a grade of 65 being the minimum passing grade, a grade of 60 will be the minimum passing grade. This adjustment was made to benefit the students in case of closures throughout the school year.
- The Mississippi Department of Education has given school districts the flexibility to adjust the amount of time that students spend in the classroom each day. DeSoto County Schools will reduce the amount of instructional time in order to allow more time for bus arrivals and cleaning, extended class changes if needed, and extended lunch periods to promote social distancing. In-person classes will be approximately 85 minutes.
- Distance learning opportunities are available for students on a full-time basis. Students may apply to return to in-person learning each 9 weeks.
- If distance learning or a hybrid model must be implemented throughout the school year, students will be held accountable for assignments given during that time.

- Parents and students **MUST** understand that student(s) will be held accountable for assignments and will be given grades regardless if they choose the VIP (Virtual Instructional Program) or if they choose to come to school in-person AND we are shut-down in part or whole due to COVID.

### **VIP Plan**

Parents can register by completing the distance learning application on the DeSoto County Schools website, <https://www.desotocountyschools.org/distancelearning>, and questions about the application process can be answered by sending an email to [distancelearning@dcsms.org](mailto:distancelearning@dcsms.org)

- Extracurricular activities will **not** be available to full-time distance learning (VIP) students.
- Students may not participate in any on-campus activities while enrolled in VIP.

### **Recommended Supplies to bring for personal use:**

Shared supplies will be greatly reduced. Students are encouraged to bring the supplies necessary for school each day. Some of those items are listed below.

- Highlighters
- Handheld pencil sharpener
- Tissues
- Wipes
- Personal hand sanitizer
- Mask (if wearing every day)

Be prepared to take notes by hand – Copied packets will be greatly reduced.

### **Wish list for LHS Teachers:**

Parents, we know that supplies may be limited but we as a faculty and staff would greatly appreciate if you would consider providing some or all of the items below from our LHS Wish List. This will benefit all teachers and students in the building. These items can be turned in to your child's 1<sup>st</sup> block teacher the first week of school.

- |                      |                              |
|----------------------|------------------------------|
| - Hand sanitizer     | - Pens                       |
| - Paper towels       | - Pencils                    |
| - Disinfecting wipes | - Handheld pencil sharpeners |
| - Disposable masks   | - Highlighters               |
| - Paper              | - Tissues                    |

Please be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can eliminate transmission risks within a school population. The goal is to keep transmission risks as low as possible. For the safety of your children, other students, staff, and extended family members, we are asking parents to please conduct a health check every morning on your children at home prior to sending them to school. If your child exhibits one of the following symptoms, please keep him/her at

home and contact your healthcare provider: fever over 100 degrees, new cough, shortness of breath, difficulty breathing, chills, body aches, muscle pain, sore throat, new loss of taste or smell, unusual fatigue or irritability, stomach pain, nausea, vomiting, diarrhea, unusual rash, or unusual pink/red eyes not explained by allergies or injury. Seek immediate medical care if someone has any of the following emergency warning signs: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay away, bluish lips or face. Symptoms can range from mild to severe illness and appear 2-14 days after exposure to the virus that causes COVID-19. If any of the above symptoms are detected at school, your child will be isolated from other students, he/she will be provided a face mask, and we will contact you to pick up your child as soon as possible. These guidelines will be strictly enforced, so please provide several current, up-to-date phone numbers and an email address to your child's school.

**Parent Reminder:**

Everyone must be prepared for intermittent closures.

Parents are advised to have plans in place if LHS closes or if their children are not able to attend school because of a quarantine situation. Parents are urged to be prepared to change plans within 24 hours if needed, and it is critical that parents have updated email addresses and phone numbers on file.

If there is a significant COVID-19 spread, LHS could be moved to a hybrid or distance learning schedule for an unspecified length of time. Any group of students could be moved to temporary distance learning for a period of time. This could apply to individual classes, individual schools, multiple schools, or the entire school district.

**\*\*\*The 2020-2021 school calendar has been revised.\*\*\***

**Two additional staff development days have been added to the beginning of the school year.**

- **Monday, August 17th:** First Day of School for Students - Students were scheduled to begin on Thursday, August 6th.

*\*The calendar could be adjusted due to state and/or local requirements.*

I understand that this contains a great deal of information, but I sincerely hope that this will help parents with planning and decision making as we prepare to reopen our school. Please refer to the DCS Return-To-Learn plan for additional guidance and be sure to monitor the school and district website for frequent updates. I want to again thank you for your continued support as we work together as a school-community to make this year flow as smoothly as possible and as we work to "Overcome", the obstacles we face. I look forward to seeing students return to the Lewisburg High School campus very soon.

Go Patriots!

Sincerely,

Kris Perkins

Principal

Lewisburg High School

Follow Me on Twitter: @perkins\_kris\_