

TABLE OF CONTENTS

Open Letter to East Jasper Families and Community	2
Updated Return-to-School Dates	3
Teaching and Learning–Options for Families	4
Option 1 Traditional Instructional Mode	
Option 2 Hybrid Instructional Mode (SBDL)	
Option 3 Oiler Academy	
Transportation	5
Virtual Platforms (Learning Management Systems)	5
Internet Access/Devices	6
Health and Safety Guidelines for Buildings	7
Community Spread: Prevention and Tracing	11
Child Nutrition	12
Facilities	13
Transportation	14

Dear East Jasper Families and Community,

In the midst of a pandemic that relentlessly and destructively continues to spread around the globe, school districts across our state and country are grappling with the many decisions that must be made to help ensure a safe return to schools for both students and staff. At this time, the East Jasper School District wants you to know that our administrators and staff have worked determinedly and diligently toward this effort.

To plan for the reopening of school during the COVID-19 pandemic, the East Jasper School District collaborated with several entities, including medical and health partners, parents, and community organizations. In addition, results from a parent/community survey also guided our discussions. The following plan, then, represents the culmination of these efforts and includes procedures and protocols for our students' re-entry to East Jasper schools in a methodical and safe manner. Lastly, the document also outlines initiatives that the school system has been contemplating and that will last long past the COVID-19 crisis, including a One-to-One technology initiative and an online learning option for students in grades K-12. These initiatives will offer East Jasper students and families options not previously available.

Moreover, we understand and respect that families have different situations and comfort levels regarding their children attending school in the traditional "face-to-face" setting as in the past. To address the varying concerns of parents, the East Jasper School District plans to offer three modes of teaching and learning for the 2020-2021 school year. The details of these options are included in this document and address three (3) of the most basic questions for parents:

- 1. When will school start?*
- 2. How will learning be delivered?*
- 3. What will learning "look like" during these unprecedented times?*

At the end of the day, let us remember that schools serve an essential role in communities. In addition to academic learning for students, schools provide the following: opportunities for social-emotional development through interactions with children and adults; nutrition through free and reduced-cost breakfast and lunch; connection to community resources through school social workers; counseling services through school psychologists and school counselors; and athletic and extracurricular activities. When schools are closed, the entire community suffers. We need only look back to March 2020 at the beginning of this unprecedented health crisis for glaring evidence of the devastating impact such closures have had on families and economies throughout the world.

Finally, it should be noted that this is a working document based on guidelines available at the time of publication. It can and will be changed and updated as new guidance becomes available. Therefore, many elements of school operations may change depending upon MSDH guidance and/or the degree of spread of COVID-19 in the community, in a particular school, or in a particular classroom.

Sincerely,

Nadene Arrington, Superintendent

Reopening Our Schools in the Time of COVID-19

East Jasper students were originally scheduled to return to school on August 3, 2020. However, to ensure as safe a return as possible for students and staff, the new return date is **August 10, 2020** and will include a “phased-in” return to the physical school campus and classrooms. Masks will be mandatory for all staff, students, and visitors.

This approach will allow administrators, instructional/office personnel, child nutrition, and facilities/transportation staff to prepare their respective departments, buildings, classrooms, offices, and equipment for the additional precautions that COVID-19 pandemic has necessitated. Such include social distancing in buildings and classrooms; district-wide enhanced cleaning and disinfecting protocols and routines; and the varying instructional options that will be offered. **THIS PLAN HAS BEEN UPDATED AS OF JULY 15, 2020.**

Phased-in Return

1. Staff
7/31/20

All Instructional Staff will return to work on Friday, July 31, 2020. From July 31 through August 7, staff will resume professional learning sessions that focus on mastery of virtual teaching and learning best practices and proper implementation of COVID-19 safety protocols and routines. All staff will be required to wear masks.

2. K–12
8/10/20

Due to the spike in COVID-19 cases across the state, Oiler Academy (virtual learning) will begin on August 10 for all returning and new students in Grades Kindergarten—12, with the option to continue through the 1st 9 weeks.

3. Pre-K—2
8/31/20

Students in grades Pre-K through 2nd will report to their school campus (**TNWJBES**) on August 31, 2020. In order to allow for a smoother transition to the school setting, these students will report to school two (2) designated days each week on a rotating A/B schedule through September 11. Beginning on September 14, students will attend school on the campus 3-5 days a week—as determined by school leadership. The mode of learning will be **Traditional (face-to-face)**. **OPTION:** Parents of students in Grades K-2 may choose virtual learning (**Oiler Academy**) instead. Students and staff will be required to wear masks.

4. 3—12
8/31/20

Students in grades 3rd through 12th will report to their respective school campuses (**TNWJBES/HJHS/HHS**) on August 31 and follow a **Hybrid** rotating A/B school schedule **five (5) days** a week. **Hybrid** learning is a combination of **Traditional (face-to-face)** AND **Virtual (online)**. **OPTION:** Parents of students in Grades 3—12 may choose virtual learning (**Oiler Academy**) instead. Students and staff will be required to wear masks.

5. Emergency Closure

If the East Jasper School District must implement an emergency closure of the District/schools/classrooms due to a substantial the COVID-19 spread, natural disaster/weather events, and/or declarations by our Governor, **Oiler Academy virtual (online)** instruction will be the default mode of instructional delivery. For families without reliable or sufficient internet access, printed learning packets will be provided during the duration of the closure.

Reopening Our Schools in the Time of COVID-19

The East Jasper School District will implement three models of teaching and learning during the 2020-2021 academic term.

Three Options for Families

1. Traditional Learning

Traditional learning opportunities will be provided for students in grades Pre-K through 2nd. The **Traditional** option features face-to-face, in-person learning in which students report to school on campus, and instructional staff provide instruction in classroom settings. This model allows students to return to their brick-and-mortar school buildings with social distancing protocols implemented at each site.

2. Hybrid Learning

The **Hybrid** option will provide learning opportunities for students in grades K—12th. **Hybrid** combines **traditional** (face-to-face) and **virtual** (online) learning, which allows students to 1) attend school on their home campus on certain days of the week in an A/B rotation and 2) take classes from home using computers or other devices on the remaining days. For example, all students will receive a personalized schedule that lists the learning days that classes will be **traditional (face-to-face)** and taught at their school sites and the days that will be **virtual (online)**. Students will attend their campus on a rotating A/B schedule based on last name; however, all siblings in the same household may attend on the same days. This schedule will promote social distancing by ensuring only half-capacity of campus buildings each day.

On the **Hybrid model's virtual** learning days, students must follow a daily period schedule **AND** participate online for a designated amount of screen time per class per day. Students' **virtual** class schedules will correspond to the daily schedules they follow on their **traditional class** days—whether on the **TNWJBES, HJHS, or HHS** campus. Instruction will consist of live-streaming from teachers' classes and learning modules posted in Google Classroom. Grades, Carnegie units, and daily/period attendance will be determined based on this documented screen time and class/course participation.

Social distancing protocols will be implemented during classes and activities held on **traditional** learning days. With input from parents and students, administrators and staff at each school site will evaluate the **Hybrid** model at the end of the 1st Nine Weeks grading period and modify it as needed. Reliable and sufficient internet access is necessary for this option.

3. Oiler Academy

The District recognizes that parents and students love their school(s) but may not be comfortable returning to the brick-and mortar school building. Therefore, the East Jasper School District will offer **Oiler Academy**—a **Virtual** (online) learning option for students in grades Kindergarten through 12th for families who desire for their children to learn at home. **Virtual** instruction occurs completely online. Students will take all of their classes online five (5) days a week from home using computers or other devices. Devices will be available for check-out.

Oiler Academy

This option closely mirrors the traditional school day, but with teachers and students interacting virtually during the regularly scheduled day. Hours will be based on the student's school schedule. For example, if a student's school operates from 7:30 a.m. to 2:50 p.m., the student will be expected to engage with teachers on a schedule determined by the school during these hours. Reliable and sufficient internet access is necessary for this option.

In this environment, students are expected to be present in a virtual classroom at specifically assigned times, similar to their regular school day. When a student is not present, he/she will be marked absent and need to make arrangements to make up the lesson and any assigned work for that day.

Daily instruction will include, but not be limited to, live-streaming from teachers' classes and lessons and activities posted to Google classroom. **Oiler Academy** students will not be eligible to participate in extracurricular sports and activities.

All Oiler Academy students—but especially elementary children—will require daily guidance and support from someone in the home to maintain the learning schedule identified by the school. Schools will be diligent in planning the virtual school day to ensure virtual classroom times do not overlap and that students have planned breaks and independent learning time during the day.

*Transportation

The East Jasper School District will continue to provide the option of bus transportation for students participating in **Traditional** and **Hybrid** learning options. Students will be required to have on a face covering/mask **BEFORE** boarding a school bus and must wear it at all times while riding the bus. Students' temperatures also will be checked prior to boarding a bus; temperatures must not exceed 100 degrees. **Parents are encouraged to not send children to school when ill or with a fever.** If the East Jasper School District must implement an emergency closure of the district/schools, virtual instruction will be the default mode of instructional delivery. For families who lack internet access, printed learning packets will be provided for the duration of the closure. Bus notes will not be allowed due to an abundance of caution for everyone's safety.

Virtual Platforms

During the 2020-2021 academic term, the East Jasper School District virtual learning platforms (sometimes referred to as Learning Management Systems) will include, but not be limited to, the following: Google Classroom, Zoom Video Conferencing, and Canvas.

Internet Access/Devices

For East Jasper families who lack internet access and/or a device for their children, the District will provide a device and/or mobile “hot spot” for instructional use. Priority will be given to families where data indicates the student(s) currently lacks internet access or reliable internet access; students in testing areas; and families with multiple students living in the same household.

Families with multiple children who live at the same address will be provided with an internet hotspot(s) that is able to support multiple devices in the home. Parents will receive more information about the distribution of devices from their child’s school.

Health and Safety Guidelines for Building Usage

**COVID-19
Community
Spread**

Low/No Spread

*As determined
by CDC and
MSDH*

School Buildings Open

Minimal/Moderate Spread

*As determined by
CDC and MSDH*

School Buildings Open

Substantial Spread

*As determined by
CDC and MSDH*

School Buildings Closed

General guidelines and recommendations for the operation of school buildings are outlined below. Because elementary, middle, and high schools function differently and because each building is unique, administrators at each school will add develop and add additional guidelines specific to their site.

Post signage provided by student services and the communications department at entrances and throughout the buildings regarding:

- Stopping the spread of COVID 19
- Ways to identify if someone has been in contact with a person who has COVID-19
- Requiring that face coverings be worn in the building
- Requiring hand washing
- Requiring social distancing by creating additional secure exit and entrance areas, providing directional signage in hallways and at entrances and exits, and indicating six foot spacing on floors of hallways

Take preventative measures, including:

- Requiring staff and students to wear face coverings throughout the building and on buses
- Requiring parents and visitors to wear face coverings in all buildings
- Requiring vendors and delivery personnel to wear face coverings in all buildings
- Providing sanitizer with at least 60% alcohol throughout the building
- Allowing students to bring personal sanitizer to school

Follow all processes and procedures, including staff in Central Office, Facilities/Transportation, Exceptional Education and Child Nutrition, including but not limited to:

- Informing the entire staff of all protocols and expectations
- Requiring medical clearance in order for a student or staff member to re-enter the building after exposure to or being diagnosed with COVID-19
- Providing a designated area to house visitors, hold parent conferences, etc.
- Providing designated area to house ill students or staff

- Use social media, email, text, automated calls and website to inform parents, caregivers, students, and staff members of District/school closure(s) and plans

**COVID-19
Community
Spread**

Low/No Spread

*As determined by
CDC and MSDH*

School Buildings Open

Minimal/Moderate Spread

*As determined by
CDC and MSDH*

School Buildings Open

Substantial Spread

*As determined by
CDC and MSDH*

School Buildings Closed

- o Create a room reservation method/calendar to minimize traffic
- o Require use of face coverings as well as hand sanitizer before entering the designated area
- Follow COVID-19 protocols from all departments for those who become sick or experience symptoms at school, including:
 - o Informing EJSD selected staff or medical personnel, wearing a face covering, taking temperature and sanitizing
 - o Shutting down and disinfecting classroom (if warranted)
 - o Moving individuals to a designated area for people who become sick or experience symptoms while at school
 - o Keeping Opportunity Room (OR) and In-School Suspension (ISS) Room separate from Sick Room
 - o Offering digital learning from home for the student or remote work for the staff member until cleared to return to school/work after being diagnosed with or having exposure to COVID-19

General Guidance for School and District Leaders

Support stakeholders by:

- Identifying students, staff members and families who are medically vulnerable and considering ways to accommodate their needs
- Adhering to FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) requirements

Create, teach and implement protocols by establishing:

- Expectations for school visitors
- Student check-out procedures
- A school-wide plan for taking attendance for both in-person and digital learning
- Procedures for safe and sanitary copier usage
- Procedures for restroom use with preventive practices to include wearing face coverings, sanitizing hands, etc.
- Preventative practices for sanitizing gym equipment, band instruments, etc.
- Procedures for Libraries and Labs:
 - o Number of students/staff at one time
 - o Check-out and return of books
 - o Use of technology equipment

General Guidance for School and District Leaders

- o Set-up of tables (social distancing)
- o Sanitizing
- Rules for orderly transitions, including how to promote social distancing during school arrival/dismissal times and bus loading/unloading zones

Communicate with stakeholders:

- Use social media and other communication methods to inform parents of the school's plans regarding the following:
 - o COVID-19 symptoms, preventative measures (hand hygiene, respiratory etiquette) and EJSJ specific guidelines
 - o Expectations regarding social distancing, hand-washing, temperature checks (For example, Parents are expected to not send a student to school with a fever.)
 - o To minimize illness and the spread of disease, parents/guardians should pick up sick children as soon as possible
 - o Not placing sick students on a bus in the afternoon
 - o Rationale for and what to expect regarding classroom set-up, hallway flow patterns/signage, breakfast/lunch procedures, sanitizers and water bottles brought from home, etc.
- Explain the limiting of unnecessary gathering of students and staff (i.e. pep rallies, schoolwide programs, etc.) and seek creative alternative ways to gather, including video formats.

Establish guidelines for entering, exiting, and transitioning within the building

- Before students exit the bus or enter the building from car-riders, a staff member should explain:
 - o The importance of not hugging and remaining in a single file line 6 feet apart while walking on one side of the hallway
 - o That each student is required to wear a face covering in all areas throughout all buildings
 - o That if a student is feeling sick or experiencing symptoms, they should inform a staff member immediately
 - o Temperature check guidelines
 - o Where students should report
- Use greeters at entrances to remind students about face coverings, social distancing, and sanitizing.
- Teachers should be outside of their classrooms providing directions.
- Mark the hallways for one-way directional flow patterns to keep students reasonably separated.

Provide guidance on large group gatherings:

- Limit unnecessary congregating of students and staff in hallways, parking lots, restrooms, playground, common areas, and during transition.
- Use virtual meetings when practical.
- Employ social distancing when using large spaces (gymnasiums, auditoriums, and outside areas).
- Limit size of large group classes , such as P.E., band, chorus, sports (if offered).

General Guidance for School and District Leaders

- Employ use of non-contact sports and activities during physical education (if offered)
- Adhere to guidelines of the Mississippi High School Activities Association for sporting events
- Limit the number of safety drills. Consider creating a safety video and have teachers provide instructions about safety protocols on drill dates
- Abide by the maximum number of people allowed to gather as defined by the Governor's current statewide Executive Orders.

Support teaching and learning:

- Arrange schedule to limit or minimize physical transitions of students.
- Maximize social distancing in classrooms (Consider non-essential furniture, orientation of desks, movement flow paths, etc.).
- Individualize all materials; no sharing of school materials by students.
- Clean and disinfect spaces and materials after each use.
- Limit partnering or grouping students in learning teams in the classroom.
- Require teachers and students to sanitize hands as they enter and exit the classrooms.
- Utilize One-to-One technology to avoid sharing laptops; if necessary to borrow from school cart, disinfect device after each student's use.
- Clean and disinfect frequently touched surfaces in classrooms often.
- Avoid non-essential visitors in all buildings.
- Establish a comprehensive school plan to meet social and emotional needs for both in-person and digital learning students.

Implement additional best practices:

- Daily announcements about preventative practices
- Field trips only to areas of no/low spread only (ONLY if feasible based on level of COVID-19 community/state transmission)
- Student belongings separated and in individually labeled containers, cubbies, etc.
- Entire staff to help with preventative practices such as monitoring hallways, requiring social distancing, temperature checks (if needed), regular wipe down of work area, etc.

Community Spread: Prevention and Tracing

Low/No Spread

As determined by

**School Buildings Open
In-Person Teaching and Learning**

- Establish and maintain communication with local and state health officials.
- Participate in contact tracing efforts as directed by local and health officials.
- Train all staff on [Standard](#) and [Transmission](#)-Based Precautions.
- Enforce CDC/MSDH/EJSD COVID-19 Guidelines for Entering System Buildings.
- Post signage throughout buildings on how to [stop the spread](#), COVID-19 [symptoms](#), preventative measures (including staying home when sick or not feeling well), good hygiene, and EJSD COVID-19 Guidelines for Entering System Buildings.
- Isolate students/staff/visitors who feel ill/experience symptoms until they can be sent home. (see ****When a Child, Staff Member, or Visitor Becomes Sick at School**)
- To the extent possible, support needs of children, staff, and families at higher risk for severe illness.
 - Survey at-risk staff members to gauge their intentions in returning to work; survey families with vulnerable children to gauge their intentions in returning to a traditional school setting; adhere to FERPA and HIPPA requirements; adhere to state and federal employment laws and extended leave allowances.

Minimal/Moderate Spread

As determined by CDC and MSDH

**School Buildings Open
In-Person Teaching and Learning**

Substantial Spread

As determined by CDC

**School Buildings Closed
Digital Learning**

- Implement digital learning/remote work in schools that are closed.
- Close off affected areas for cleaning and disinfecting.
- Continue to follow protocols listed in green/yellow column.

****When a Child, Staff Member, or Visitor Becomes Sick at School** - Isolate individual not feeling well/experiencing symptoms; selected staff and/or medical personnel should use [Standard](#) and [Transmission](#)-Based Precautions when caring for the individual; ensure individual is transported home as safely and quickly as possible; follow Process for Coronavirus Notification, including notifying the MSDH; close off affected area for cleaning and disinfecting.

COVID-19 Community Spread
Low/No Spread
As determined by CDC and MSDH
School Buildings Open

Minimal/Moderate Spread
As determined by CDC and MSDH
School Buildings Open

Substantial Spread
As determined by CDC and MSDH
School Buildings Closed

Three serving options may be utilized by the EJSD Department of Child Nutrition: Meals served in classrooms, Grab-and-Go from cafeterias, in Cafeteria line meals with social distancing protocols maintained, and via school bus during times of closure, etc.

The following protocols will be followed if students go through the cafeteria serving line for breakfast and/or lunch:

- Sanitize hands at the beginning of the line.
- Provide touchless meal service when possible. Students tell server items they want on their tray.
- Provide all food items wrapped or in covered containers
- Sanitize hands again before leaving cafeteria
- Sanitize cafeteria tables and equipment after meals and use.
- Stagger serving lines and mark floor to indicate six feet of social distancing
- Require all school nutrition staff to wear a face covering and face shield when serving
- Continuously clean and sanitize the serving line areas.
- Install sneeze guards for each serving line.

Details regarding meal distribution will be communicated if and when one or more school buildings are closed due to substantial spread of COVID-19.

A priority of the East Jasper School District is to ensure a healthy and safe environment through proper maintenance of school buildings and buses. In addition to teaching and reinforcing hygiene measures including handwashing, covering coughs and the wearing of face coverings, all school system personnel must do their part to combat COVID-19 by assisting custodians with cleaning and disinfecting buildings daily.

The EJSD maintenance staff will use the following procedures for maintaining a healthy and safe learning environment during COVID-19. Information regarding cleaning and disinfecting buses is included in the transportation section of this document.

**COVID-19
Community
Spread**

Low/No Spread

*As determined by
CDC and MSDH*

School Buildings Open

- Provide hand soap, paper towels and no-touch trash cans in bathrooms, classrooms and frequently trafficked areas.
- Provide hand sanitizer, sanitizing wipes, and disinfectant spray for all schools and offices (subject to availability).
- Clean and disinfect frequently touched surfaces at least daily and shared objects after each use.
- Clean and disinfect high-touch surfaces on playgrounds daily.
- Require students and staff to bring face coverings from home to use on buses and in buildings.
- Ensure all water systems and features are safe and water lines are flushed.
- Ensure ventilation systems operate properly.
- Schedule extra cleanings of schools and buses during weekends and school holidays.
- Ensure adequate ventilation when using cleaning products and securely store them away from children.
- Prohibit sharing of items that are difficult to clean or disinfect.
- Close off and wait 24 hours or as long as possible to clean and disinfect an area used by a sick person.
- Implement MSDH and CDC protocols with the positive identification of COVID-19 or at the direction of the superintendent or public health officials.
- Thoroughly hand-wipe and fog buildings using high-grade cleaners and disinfectants, starting from the ceiling and working down to all surfaces, fixtures and floors.
- Frequently clean door handles and other high-touch school surfaces.
- Provide regular deep cleaning of offices and classrooms.
- Secure extra cleaning supplies, disinfectants, and toilet paper.

Minimal/Moderate Spread

*As determined by
CDC and MSDH*

School Buildings Open

Substantial Spread

*As determined by
CDC and MSDH*

School Buildings Closed

- Continue to disinfect and clean all district facilities with the goal of mitigating the spread of COVID-19.
- Provide Personal Protective Equipment (PPE) for staff, including custodial, cafeteria, transportation, and maintenance employees.
- Upon notice of visitors to a building during school closure, thoroughly clean all areas that were exposed to potential viral contaminants.
- Deep clean and sanitize schools and buses prior to the return of students and staff.

Transportation: Riding the Bus

**COVID-19
Community
Spread**

Low/No Spread

*As determined by
CDC and MSDH*

School Buildings Open

Minimal/Moderate Spread

*As determined by
CDC and MSDH*

School Buildings Open

Substantial Spread

*As determined by
CDC and MSDH*

School Buildings Closed

When schools are open, the East Jasper School District will provide the option of bus transportation for students engaged in the Traditional/Hybrid learning options. Students are required to wear face coverings when riding the bus. School bus drivers are required to wear a face covering and/or shield and follow proper hygiene practices.

The sanitation practices for buses described below will be followed throughout the COVID-19 pandemic and any other public health crises:

- Sanitizer will be available on each bus for students to use immediately after boarding the bus.
- Buses will be cleaned and thoroughly disinfected after each bus route.
- Extra cleaning/disinfecting will occur for high-touch areas, including all surfaces, doors, railings, seat surfaces, windows, support bars, steering wheels and walkways.
- When environmental conditions and student comfort permit, windows will be opened during bus routes to the safest extent possible to allow for additional ventilation and air circulation.
- Due to an abundance of caution for everyone's safety, bus notes will not be allowed.