

# DESTINATION Safe ReEntry

**2020-2021**



**5S Movement**  
**SAFETY+SUPERVISION+ SCORES =**  
**STUDENT SUCCESS**

**Phase 2**

**Greenville Public School District**

Dr. Debra Dace, Superintendent

[www.gvillepublicschooldistrict.com](http://www.gvillepublicschooldistrict.com)

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# INTRODUCTION

## GPSD Board of Trustees

Dr. Doris Thompson, President  
Jan Vaughn, Vice President  
Emanuel Edmond, Secretary  
Shirley Cartlidge, Member  
Antionette Williams, Member

In the Greenville Public School District, our focus for the 2020-2021 school year will continue to be on the 5S Movement (*Safety+ Supervision+ Scores = Student Success*). Due to the onset of COVID-19, Safety is a major priority this school year. With that being said, the GPSD Board of Trustees and I will always strive to make decisions that are in the best interest of students, staff and other stakeholders while understanding that those decisions may not always be the most popular decisions. Nonetheless, let me take this opportunity to say thank you for your support and understanding during these difficult and unprecedented times.

Based on the current statistics regarding the number of COVID-19 cases in Washington County and the safety mandates in the city of Greenville, the Greenville Public School District Board of Trustees voted that school would resume virtually for students on August 10, 2020. In making this decision, the Board of Trustees considered the health and safety of students and staff as the ultimate goal was to ensure that the best educational opportunities for students would be provided. The GPSD administrators and educators have worked diligently to create a plan of implementation for virtual learning with the components outlined in this guide. However, we ask that you support us at all times as plans throughout the 2020-2021 school year may differ from day-to-day, week-to-week, and semester-to-semester. We will need to be flexible and will ask for your flexibility as supporters of the work of our District.

### **Phase 2 Return – Hybrid Schedules Begin October 13, 2020**

PreK-3 Students

Manning Re-Start Center

Career and Technical Center

*Dr. Debra Dace*, Superintendent of Schools

## GPSD District Leadership Team

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**Everett Chinn**, Public Relations Specialist [echinn@gville.k12.ms.us](mailto:echinn@gville.k12.ms.us)

## SCHOOL SITES

<b>School</b>	<b>Principal/Director</b>	<b>Email</b>
<b>Akin Elementary</b>	Dr. Kandice Jernigan	<a href="mailto:kjernigan@gville.k12.ms.us">kjernigan@gville.k12.ms.us</a>
<b>Armstrong Elementary</b>	Yolanda Johnson	<a href="mailto:yjohnson@gville.k12.ms.us">yjohnson@gville.k12.ms.us</a>
<b>Coleman Middle</b>	Dr. Wanda Merritt	<a href="mailto:wmerritt@gville.k12.ms.us">wmerritt@gville.k12.ms.us</a>
<b>Em Boyd Elementary</b>	Brigetta Sims	<a href="mailto:bsims@gville.k12.ms.us">bsims@gville.k12.ms.us</a>
<b>Greenville High</b>	Tarrinasha Jones	<a href="mailto:tajones@gville.k12.ms.us">tajones@gville.k12.ms.us</a>
<b>Greenville Technical</b>	Tajuan Johnson	<a href="mailto:tjohnson@gville.k12.ms.us">tjohnson@gville.k12.ms.us</a>
<b>Manning ReStart Center</b>	Melvin Brown	<a href="mailto:mbrown@gville.k12.ms.us">mbrown@gville.k12.ms.us</a>
<b>McBride Pre-K Academy</b>	Dr. Tamalyn Williams	<a href="mailto:twilliams@gville.12.ms.us">twilliams@gville.12.ms.us</a>
<b>Stern Elementary</b>	Dr. Eddie Springfield	<a href="mailto:espringfield@gville.k12.ms.us">espringfield@gville.k12.ms.us</a>
<b>Trigg Elementary</b>	DeShana Riley	<a href="mailto:driley@gville.k12.ms.us">driley@gville.k12.ms.us</a>
<b>Webb Prep K Academy</b>	Debra Reeves	<a href="mailto:dreeves@gville.k12.ms.us">dreeves@gville.k12.ms.us</a>
<b>Weddington Elementary</b>	Vanessa Wigfall	<a href="mailto:vwigfall@gville.k12.ms.us">vwigfall@gville.k12.ms.us</a>
<b>Weston Middle</b>	Walter McDavid	<a href="mailto:wmcdavid@gville.k12.ms.us">wmcdavid@gville.k12.ms.us</a>

## PLAN GOALS

1. Support community efforts regarding safe and healthy citizens (students and other stakeholders)
2. Plan and implement strategies for return to school activities that will be socially accepted by students, parents and other stakeholders
3. Safely return our students and school personnel to school
4. Provide distance/online/virtual learning opportunities for students in a manner that affords equitable learning opportunities for all students to support academic achievement
5. Provide distance/online/virtual training and support for educators, students, and parents

### **MDE Considerations:**

- 180 days are required
- 330 minutes waived/240 minutes required for 2020/2021 school year
- Extension of meeting Professional Development requirements for PreK 2020/2021
- Student Teacher Ratio suspended 2020/2021 school year
- MAAP testing is NOT suspended
- 3rd Grade Gate is NOT suspended
- Subject Area Testing is NOT suspended
- Must implement the dyslexia screener 2020/2021
- School district must report absences

## **ACADEMIC PROGRAMS**

### **Phase 1: 1<sup>st</sup> 9wks Grading Period**

#### **Virtual Model- (Distance Learning/Online)**

- Live online teacher-led instruction every day
- Recorded lessons available for students every day
- Support services available (ex. IEP meetings, ESL support, social emotional support, etc.)
- Students who are unable to participate in online instruction will be distributed a weekly “Learn at Home Packet” that will be aligned with the virtual instruction provided to students online. A teacher or his/her designee will make daily contact with the student(s) and parent to provide instructional support with assignments and answer any questions they may have. Additionally, teachers will have office hours that will allow students and parents the opportunity to contact the teacher for additional supports.
- With online learners, teachers will monitor who is submitting assignments online and attending live classes or virtual check-ins on CANVAS as well as through School Status. With students who are not participating in online learning, teachers will reach out to families via phone (school status) or email and track who is returning written assignments to school.
- Ongoing support will be provided to students and families throughout this process

#### **Digital Resources**

- GPSD uses a variety of online learning programs to support daily instruction and social emotional learning, including Accelerated Reader/myON, Aplus, iReady, Moby Max, Panorama, USA Test Prep, and the ACT's online practice test site.
- Students will be assigned with personal accounts to access these programs and others while at home or anywhere that provides internet access. There are also many educational websites and online tools that are excellent home learning resources for students in every grade level.

## **Attendance**

- GPSD will collect student daily attendance through its learning management system, CANVAS, as well as through School Status for students who participate in online learning.
- Teachers will reach out to families via phone and school status to monitor/track student attendance for students who are unable to participate in online instruction. An Automatic Reminder will be sent through School Status as a reminder to login everyday between 8:00 a.m. and 12:30 p.m.

## **Daily Schedules**

- The MS Department of Education requires a minimum of four hours (240 minutes) of instructional time each day.
- In an effort to keep students engaged in online learning, live instruction will be planned for students each day from 8:00 am – 12:30 pm. Additional learning activities will be assigned to students beyond the 12:30 pm time frame.
- Student schedules have been created for each school/grade level and will be provided to parents on the district and school website. Schedules will also be shared with parents via School Status and in student accounts for easy access.
- Each student and parent will receive a syllabus or course learning plan that outlines the expectations for all students in the course or grade by Nine Weeks. It will include important dates, deadlines, guidance for makeup work, major test requirements, enrichment materials, and other details needed for students to be successful in their class(es).

## **Grading**

- Teachers will follow the grading protocols released during the 2019-2020 school year and adhere to the current board approved grading guidelines. However, teachers will also ensure students receive credit for time spent using intervention software such as i-ready, USA Test Prep, or similar programs.
- Whenever a student completes at least 45 minutes on any day for ELA or Math, a 100 should be included as a class participation grade for the student for the relevant subject area for that day.
- Teachers will record student grades in the learning management system, CANVAS, for students participating in virtual online learning by giving daily assignments to students that also acknowledges the completion of work.
- Students who do not participate in online instruction will be provided with “Learn at Home” packets that will be returned weekly for grading. Feedback will be provided to parents and students on Mondays of the following week.
- Parents will have access to check student grades using Active Parent (Sam Spectra) or by personally contacting the school for student progress. Additionally, regular progress reports will be mailed to parents that do not have any access to a phone or technology.
- Students who have prescribed modifications and accommodations will be provided support accordingly.

## **Family and Community Support & Communications**

- Surveys were administered to gain information from parents regarding School Re-Entry
- Stakeholder meetings were conducted to acquire feedback regarding School Re-Entry and answer questions accordingly
- The Covid-19 link is available on the GPSD webpage to provide ongoing communication with parents
- The district will continue to use social media platforms to communicate with parents
- Parents will receive specialized training as it relates to technology platforms to support teaching and learning
- The district is developing a plan to provide meals to students who are participating in Virtual (Distance/Online) Learning
- GPSD will continue to communicate with parents via Sam Spectra (All Call), School Status and Canvas to provide information regarding each student's instructional progress
- Online registration will be provided for new and returning students via Active Parent (a link is provided on the website for easy access)
- Email addresses will be established for students to facilitate virtual learning needs and enhance communication
- Each School Nurse and Administrators will be available to respond to COVID-19 school specific concerns from the stakeholders (i.e. parents and community members)
- The GPSD Public Relations Specialist will be available to respond to general questions and answer questions accordingly
- A designated email ([askgpsd@gville.k12.ms.us](mailto:askgpsd@gville.k12.ms.us)) will be available 24/7 to address general issues/concerns
- Information on COVID-19 procedures will be consistently posted on the district's website, and social media platforms (i.e. FaceBook, Twitter)
- The "GPSD Hornetville" Youtube channel will provide ongoing information regarding pertinent school district updates
- Parents are strongly encouraged to update contact information school staff immediately to ensure effective communication efforts
- The District Assistant State and Federal Programs Director/Parent Engagement Specialist will be available to support parents and stakeholders on an on-going basis

## **Technology/Learning Management Systems**

- Mini- Laptops (with tablet capabilities) will be purchased for all students in grade PreK-12
- Due to the current demand for technology devices across the nation, the district does not expect to have all devices ready for distribution when school resumes
- GPSD will implement a dissemination plan to provide devices to students on an as needed basis while we wait on the new devices to arrive
- GPSD will purchase and provide Internet access cards (hot spots) to students/families who are need of such support
- GPSD asks that students/families with their own devices and Internet proceed

- accordingly
- GPSD will work with families to provide paper packets/assignments for students without devices and/or internet access during virtual learning days
  - A+ Learning will be used to provide instruction to students in grades 6-12 for their elective courses if they have devices
  - Teachers will use various strategies for online instruction including Zoom, Canvas, Teams, etc.
  - The district will provide Canvas as the Learning Management System for parents and students
  - Parents will be able to monitor students' work, view grades, check students' progress and communicate with teachers using the Canvas platform
  - Training and support will be provided to students and parents on how to use the Canvas Learning Management platform

### **Special Education Services**

- Students with disabilities will be provided lessons, classwork and other activities that have been adapted based on the individual needs of the student.
- Students with disabilities will receive additional small group and 1-on-1 assistance and instruction through the virtual learning program.
- Students with disabilities will have extended access via technology, support from assistant teachers and other resources to ensure that they receive the educational support and services needed to be successful. Additionally, students with significant cognitive disabilities will have access to [TeachTown](#), an online resource tool that addresses, among other things, the social emotional and individual goals as identified on each students' IEP.
- **Related Services-** Speech therapy, occupational and physical, counseling etc., will be provided via tele-therapy when appropriate and feasible. Resources needed to ensure student success, including lunch, will be delivered door-to-door by paraprofessionals.

## **HEALTH, SAFETY AND OPERATIONS**

### **Health and Safety**

COVID-19 is a disease caused by the virus SARS-CoV-2. The virus is thought to be spread easily from person to person, mainly through respiratory droplets. Identifiable symptoms include cough, shortness of breath, fever, new loss of taste or smell, chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. At present, there is no treatment or vaccine available. To mitigate spread in our school community, we will identify possible cases, isolate positive cases, and conduct contact tracing in collaboration with the Mississippi State Department of Health (MSDH).

The best way to prevent illness is to avoid being exposed to this virus. Here are some ways



the virus is thought to be spread:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land on nearby surfaces or in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Our parameters and protocols will be based upon recommended preventive measures issued from public health care providers. We will recommend that staff and students adhere to these CDC guidelines to protect themselves and others:

- Stay at least six feet from other others
- Cover your mouth and nose with a cloth face cover when around others
- Avoid close contact with people who are sick, even inside your home
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit. Throw used tissues in the trash
- Clean and disinfect frequently touched surfaces daily
- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19
- Take your temperature if symptoms develop

As we return to campus, the district will be taking precautions to protect our entire community, including all vulnerable individuals. During virtual learning, students will not be on campus but GPSD staff will work from the school/classrooms. Therefore, precautionary efforts to protect GPSD employees (and students upon their return) will be taken as outlined below. Each person is expected to commit fully to protecting our school community's collective health and well-being. **(Additional Covid-19 Guidance - Appendix A)**

- The GPSD will provide nurses (RN) throughout the district that will be available to provide support and guidance as it relates to medical needs and ongoing training and support.
- The district Coronavirus (Covid-19) Response Coordinator will provide overall guidance for the GPSD and collaborate with local health care providers to maintain partnership efforts and quality medical services
- Staff will be required to wear masks on buses and in the classroom setting
- Staff will be allowed to take short breaks from wearing the masks when it is safe to do so per the guidance of health care providers
- ALL staff, and visitors will have their temperatures checked daily before entering the building. Each site will implement established protocols accordingly

- Staff who become ill at school will be asked to leave the premises
- Handwashing and sanitizing will be required throughout the day for all staff
- Monitoring efforts will be in place to ensure the maintenance of distancing at all times
- Water fountains will not be made available but water will be provided to students accordingly.
- School Administrators will establish protocols to ensure timely notification to staff if they have been in close contact with someone who has a positive COVID-19 test
- Site level signage (posters) will be posted in district offices, school sites (entrance/exits, hallways) and classrooms in reference to COVID-19 symptom self-check reminders, handwashing procedures, mask requirements and various CDC guideline information
- Teachers and administrators will provide daily reminders as it relates to hand hygiene, covering coughs and sneezes, and signs and symptoms with an emphasis on what to do when sick

### **Social Distancing**

- School sites and office buildings will have designated markers to indicate 6 ft. distancing at all times
- Hallways, classrooms, cafeterias, gymnasiums and other spaces will have signage to indicate areas designated for seating and standing to ensure compliance with CDC guidelines

### **Child Nutrition**

- Cafeteria staff will receive additional training on properly preparing and serving food
- Lunch will be provided to students on a grab and go basis at each school site
- Lunches may also be delivered to the students per pre-determined bus stop locations in order to meet the needs of students
- Lunches may be served to students who are not physically attending school
- Because we anticipate that students will be participating in Virtual (Distance/Online) Learning, GPSD has applied to MDE to allow parents to pick meals up for their child
- Additional information regarding the protocol and schedule for feeding will be provided prior to the start of school.

### **Athletics/Activities**

- The Greenville Public School District will resume extracurricular activities per the GPSD board of trustee's approval.
- Upon the reinstatement of each program area, directors and coaches will sustain a safe and healthy environment through the use of Centers for Disease Control and Prevention (CDC) guidance and Mississippi High School Activities Association recommendations based on the activity, size of group, and whether the activity is primarily inside or outside.
- Final decisions regarding fall sports will be forthcoming, and those decisions will be made in conjunction with the Mississippi High School Activity Association their

member institutions.

Approved plans will be disseminated to students and parents prior to the re-instatement of any activity

### **Facilities**

- District facilities will be cleaned and sanitized thoroughly before school resumes
- District facilities will be cleaned and sanitized throughout the day as well as at the end of each day
- All classrooms will be provided with hand sanitizer, cleaning wipes and disinfectant spray
- Sanitizing stations will be placed throughout the facilities in high traffic areas
- Restroom use will be closely monitored and sanitized after each class
- The GPSD will limit visitation to facilities and visitors will be restricted to certain locations upon arrival

### **Transportation**

- **School buses will be used from time to time to provide “meals on wheels” and to support the dissemination of paper packets to students**
- Buses route schedules will be provided to parents on the website/social media and via other communication platforms
- Sanitizer dispensers will be available on each bus for staff and driver use when entering and exiting the school bus
- Staff and drivers will be asked to wear masks while on school buses
- Buses will be cleaned and sanitized based on CDC considerations prior to established routes and immediately at the end of routes

### **Professional Development**

- Initial and on-going training will be provided for parents, students and educators as it relates to the new online learning platform- Canvas and other instructional programs (i-Ready, Destiny, MyOn, Renaissance Learning, A+, Panorama, USA Test Prep, Clever, Major Clarity, etc.)
- Initial and on-going parent training will be provided as it relates to accessing assignments using iReady, A+, USA Test Prep, Renaissance Learning, Clever etc.
- Periodic surveys will be sent to parents, students, teachers, and administrators to determine the success of virtual implementation. Specific and timely trainings will be provided according to data from the surveys.
- The District Assistant State and Federal Programs Director/Parent Engagement Specialist will coordinate trainings via zoom and face to face adhering to CDC guidelines.
- All trainings will be virtual (and recorded) for safety reasons.
- Required documentation will continue to be collected by schools and the district.

## Staffing Considerations

- Teachers and staff will report to work to conduct assigned duties. Staff members with documented extenuating medical circumstances may be allowed to work from home (if applicable) for the assigned position.
- Non-Core teachers (i.e. librarian, PE, music) will be responsible for providing opportunities to enhance the learning for students by facilitating interactive lessons and conducting breakout sessions as well as supporting Core teachers during scheduled instructional time.
- **Substitutes-** Schools will utilize teachers in their buildings, teachers from other campuses, assistant teachers, academic coaches, etc. in the event that a teacher is absent for virtual instruction. Securing an external substitute will be the last option during COVID-19.

## Appendix A

### GPSD COVID-19 Update

#### Employee Responsibilities

All staff are expected to comply fully with the policies, protocols, and guidelines.

##### *Must Do*

- On or just prior to the first day of work on campus, employees must attest, confidentially and securely, that they are not experiencing COVID-related symptoms. Employees will affirm their understanding of the responsibility to self-monitor for any symptoms each day before reporting to work, and to adhere to current district's-established protocols and procedures based upon public health guidance
- Wear a face mask or face covering at all times while in a shared workspace/room. Face masks/coverings are not required when people are outdoors unless they are seated within 6 feet of another person.
- Observe occupancy limits and avoid crowding of breakrooms.
- Stay abreast of district policies and communications regarding COVID-19 and public health recommendations.
- Take reasonable steps to comply with guidelines on sanitation from the Centers for Disease Control and Prevention and the Mississippi State Department of Health.
- If symptoms develop, stay home (or leave the workplace) and notify the supervisor.
- Report any safety and health concerns to your supervisors and/or appropriate representatives on campus.
- If you require some flexibility, speak with your supervisor to develop a plan that achieves work goals and meets your needs

##### *Where Feasible*

- Avoid using other employees' phones, desks, offices, or other work tools and equipment when possible.

#### Supervisor's Responsibilities

##### *Must Do*

- Encourage those with increased risk of severe illness or those over age 65 to continue working remotely, when possible. If remote work is not possible, vulnerable employees should be given duties that minimize their contact with visitors and other employees. Provide accommodations to enhance the protection of vulnerable employees. Examples include providing additional or enhanced personal protective equipment (PPE); placing physical barriers to separate the vulnerable employee from coworkers or the public; eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure; modifying work schedules; or moving employee workstations. Work with Human Resources to determine additional options, if needed.

- Review and discuss department-specific policies and protocols, including resources available the person to contact for any questions or concerns.
- Communicate often keeping in mind employee's well-being/state of mind and being flexible within reason.
- Provide PPE, as called for by the work, to support increased environmental cleaning, and promote employee health care.
- Instruct employees not to use other employees' workspaces or equipment.
- Post and promote District provided prevention posters and literature.
- Use provided checklist (See *below*) should an employee or student disclose they either tested positive for COVID-19, resides with someone who tested positive, or has been within 6 feet or less of someone who tested positive for longer than 15 minutes.

### *Where Feasible*

- The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering arrival and departure times will reduce traffic in common areas to meet social distancing requirements to reduce the number of people in the workplace at the same time.
- Conduct meetings electronically, even when working on campus. If meetings cannot be conducted virtually, individuals should wear face mask/coverings and follow current guidance from the Governor, which is:
  - Group Gatherings (Social Distancing IS NOT Possible): Public and private social gatherings and recreational activities shall be limited to groups of no more than 20 people in a single indoor space or groups of no more than 50 people in an outdoor space where individuals are in close proximity (less than 6 feet) to each other.
  - Group Gatherings (Social Distancing IS Possible): Except as otherwise provided, public and private social gatherings and recreational activities shall be limited to groups of no more than 50 people in a single indoor space or groups of no more than 100 people in an outdoor space where individuals are able to maintain a minimum of 6 feet separation.
  - Encourage single occupancy in work rooms.

## GPSD COVID-19 Checklist

As a supervisor, what do I do if an employee or student discloses they either tested positive for COVID-19, resides with someone who tested positive, or has been *within six feet or less* of someone who tested positive for longer than 15 minutes?

### DISCUSSION WITH EMPLOYEE OR STUDENT

- If the individual is on campus, discretely separate the employee or student from others and send home. If not on campus, advise the individual to stay at home.
- Ask the individual to identify 1) any persons in our school community with whom they had contact ***within six feet or less, for longer than 15 minutes, without the use of a mask*** within two days before the onset of symptoms, 2) any areas of campus they visited for longer than 15 minutes during that time, 3) were they and the person with whom they had contact wearing a mask or face covering. **(Complete the reporting form – Per HR)**
- Convey empathy but **do not provide medical advice.**
- If the individual has not already sought medical care, refer them to their physician for questions, including guidance on treatment and preventive measures to minimize the risk of infection to others. Again, it is important to convey empathy but **do not provide medical advice.**

**If the student or employee has tested positive, they are required to contact their immediate supervisor.**

### 2. ALERT YOUR DIRECT SUPERVISOR AND THE DEPARTMENT OF HUMAN RESOURCES

- Determine who will take the following appropriate steps and serve as the contact for this situation.
- Determine who will need to be alerted within the building, strictly on a need to know basis, while protecting the confidentiality of the employee or student.
- Human Resources will reach out to review leave options and assist with any further communications to the individual's co-workers.
- The Principal/Supervisor will alert Maintenance/Operations
  - Maintenance/Operations will be prepared for a request from the department (submit an email accordingly) but will not reach out directly to the department.
- Provide details, including the name of the employee, and those persons in our school community with whom they had contact ***within six feet or less, for longer than 15 minutes, without the use of a mask*** within two days before the onset of symptoms, and **2)** any areas of campus they visited during that time for longer than 15 minutes, and **3)** were they and the person with whom they had contact wearing a mask or face covering.

### 3. CONTACT MAINTENANCE/FACILITIES

- Contact Shirley Ford, Assistant Director of Maintenance, either by email ([sford@gville.k12.ms.us](mailto:sford@gville.k12.ms.us)) or at 662-334-7150 or Michael Banks ([mbanks@gville.k12.ms.us](mailto:mbanks@gville.k12.ms.us)) – 662-873-7564. Please be sure to include the following information: **building, room number(s) and date of exposure**
- In partnership with Maintenance, determine the best solution, either disinfecting the space(s) or closing the space and posting “Do Not Enter” signage.

## Appendix B

### STAKEHOLDER ONLINE RESPONSIBILITIES

District/School Responsibilities	Teacher Responsibilities	Parent/Student Responsibilities
<ol style="list-style-type: none"> <li>1. Provide virtual training(s) on CANVAS before school starts and every two weeks to ensure smooth implementation.</li> <li>2. Provide a CANVAS Coordinator (Lead Teacher/Assistant Principal/Model Virtual Teacher) to respond to teacher needs and ensure smooth implementation.</li> <li>3. Provide a Virtual Instruction Implementation Survey (bi-weekly, monthly or every nine weeks) that will provide input from students, parents and teachers regarding virtual implementation.</li> <li>4. Provide district training(s) on how to teach virtually as well as content specific trainings and virtual resources.</li> <li>5. Provide professional development throughout the year that will address instructional needs.</li> <li>6. Provide virtual model lessons using GPSD teachers for each subject at each grade level.</li> <li>7. Provide recorded virtual lessons for each subject at each grade level.</li> <li>8. Provide instructional resources on Livebinder</li> <li>9. Provide At-a Glance and Pacing Guides that are linked to virtual learning</li> </ol>	<ol style="list-style-type: none"> <li>1. Teachers will have all required technology such as laptops or tablets with them to provide remote instruction;</li> <li>2. Attend all trainings that are offered throughout the year (CANVAS, Live Binder, District Trainings etc.)</li> <li>3. Complete the Virtual Instruction Implementation Survey to assist the district and your school in a smooth implementation of virtual learning.</li> <li>4. Check daily attendance through student log in on CANVAS.</li> <li>5. Make a minimum of 20-25 parent contacts per week through School Status to address individual student needs.</li> <li>6. Teachers will provide guidance and feedback on class work through email, the school website, or any other approved means of communication;</li> <li>7. Teachers will be available for communication during normal work hours;</li> <li>8. If a teacher is not available for distance learning due to illness or a personal day, the teacher will communicate with the students/parents within 24 hours of their return to work;</li> <li>9. Teachers will provide instruction to all students along with appropriate and reasonable accommodations to those who are on a 504 plan or an IEP;</li> <li>10. Communicate at least once a week through email or text using School Status and at least once a month through video conferences using CANVAS.               <ol style="list-style-type: none"> <li>a. Send a <b>code</b> to parents/students so that</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Online learning will begin Monday, August 24, 2020.</li> <li>2. You will be offered-CANVAS <b>training</b> (GPSD Learning Management System) before school starts as well as during the school year.</li> <li>3. Your child’s teacher will <b>Communicate at least once a week</b> through email or text using School Status and <b>at least once a month</b> through video conferences using CANVAS. Additional contacts may be made if your child needs individual learning supports.               <ol style="list-style-type: none"> <li>a. Please read each communication carefully. There may be important information in messages needed to support your child’s learning.</li> <li>b. <u>Your child’s teacher will send you an <b>access code</b></u> so that you can log in to CANVAS which is our district’s learning management system. Please <u>click here</u> (add link) to get to CANVAS.</li> <li>c. For additional support, please contact <b>your child’s teacher</b>.</li> <li>d. For technical support, contact the IT Dept.</li> </ol> </li> <li>4. Your child’s teacher will post a <b>daily/weekly</b> agenda and/or assignment list in CANVAS.</li> <li>5. Your child’s teacher will post screen recorded lessons in</li> </ol>



<p>10. Provide lesson plans to support virtual instruction for each subject at each grade level</p> <p>11. Provide a testing checklist that will be used for student assessment</p> <p>12. Ensure that work periods will be provided each day for planning that will afford teachers the opportunity to create instructional videos and offer student support</p>	<p>they can log in to CANVAS which is our district’s learning management system.</p> <p>b. Use district email if additional support is needed during your regular working hours.</p> <p>c. If technical support is needed by you or a parent/student, you will forward the <u>IT support email</u>.</p> <p>11. Post a daily/weekly agenda and/or assignment list in CANVAS.</p> <p>12. Post live/recorded lessons in CANVAS at least twice a week per subject. Teacher may create a maximum of 2 ppt’s per week.</p> <p>13. Inclusion teachers will post screen recorded lessons in CANVAS and work with classroom teachers to ensure that modifications and accommodations are provided.</p> <p>14. Schedule video conferences through CANVAS with parents at least once a month to discuss attendance, discipline, grades, and classwork.</p> <p>15. Host scheduled office hours daily to offer live support to students or parents. Office hours will be grouped by grade level.</p> <p>16. Record at least 2 grades per week per subject into SAMS.</p> <p>17. For additional support regarding the GPSD Online Learning Management System – CANVAS, please email IT</p> <p>18. Any other responsibilities approved by the Board or the Superintendent.</p>	<p><b>CANVAS at least twice a week per subject.</b></p> <p>a. <u><a href="#">Click here for a listing of GPSD elementary teachers.</a></u> (add link) Teachers are alphabetized by school and grade. Select your child’s teacher to view screen recorded lessons and agenda/assignment list. Teachers will be entering new videos <b>at least once a week per subject.</b></p> <p>6. Your child’s teacher will post at least 2 weekly grades per week per subject and attendance in Sam Spectra. You will have access to this through <b>Active Parent</b>. If you do not already have an Active Parent account, please talk to the school’s Social Worker to register for this. This will allow you to see your grades and attendance daily. Check your Active Parent account at least weekly to keep up to date on your child’s grades, attendance, and work.</p> <p>7. Parent may make contact during office hours:</p> <p>a. <b>Teachers, School Counselors, Nurses, and Social Workers will be available to address student needs.</b> Teachers Office hours are grouped by grade level can be found here. (add link)</p> <p>b. School counselors and nurses also hold office hours to provide social-emotional counseling and to ensure the basic needs of GPSD students are met. If you need to</p>
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**This plan will continue to evolve based on guidance from the CDC and MSDH. If the district transitions to a Hybrid Model, this document will be updated accordingly.**