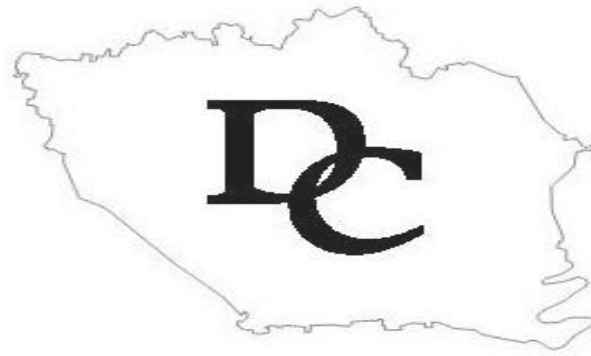


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CHANGES MAY BE MADE OFTEN.** Latest edit June 7, 2021



DeKalb County Schools  
Reopening Framework  
for  
Students and Families  
**2021-2022**

## **Table of Contents**

[Letter to DeKalb County Families](#)

[Parent Digital University](#)

[Terms to Know](#)

[Framework for Safe, Efficient and Equitable Return to School Chart](#)

[Community Spread and School Operating Status](#)

[School Opening Scenarios](#)

[Transportation](#)

[Plan of Action](#)

[Response to Reported Positive Case of DeKalb Student/Staff Member](#)

[Additional Screening Information](#)

[Frequently Asked Questions](#)

[Learning Plan](#)

[Attendance](#)

[Remote Learning Technology](#)

[Teacher Responsibilities](#)

[Student Responsibilities](#)\_\_\_\_\_

[Parent Responsibilities](#)\_\_\_\_\_

[Google Meet Expectations](#)\_\_\_\_\_

[Administrator Responsibilities](#)

[Re-entry Plan](#)

[Professional Development for Teachers](#)

[Instructional Gap Plan](#)

[RTI Protocols for Learning Gaps](#)

[Schedules](#)

[ELL](#)

[At Risk Academics](#)

[Special Education](#)

[Grading Policy](#)

[Communication Plan](#)

[Guidance for Instructional Purposes](#)

Social Emotional Well-Being of Students and Staff

Dear DeKalb County Schools Families,

During the month of June, we gathered feedback from our stakeholders which includes parents, teachers, state and local health departments, medical professionals and emergency management. At this time, we believe the large majority of DeKalb families want their children in a classroom with a teacher when school opens August 3. Together, we will work toward that goal. Our partnership with parents and this community is built on trust and we fully intend to support that relationship throughout this process by sharing information in the most transparent and honest way possible. We will undoubtedly face challenges and uncertainty along the way, but we promise to constantly work to balance all risks against the educational, social, and emotional benefits to your children and your family

Through the survey process, our parents confirmed the value we all place on education. We believe that for most students, on campus school is the best instructional option. While many families look forward to an on-campus return to school, others prefer to keep their children home during this pandemic due to the risk that will accompany any on-campus program. Recognizing those concerns, we plan to provide instruction on our school campuses, and we will be offering remote learning as an option for families this school year.

If you choose for your child to attend school on-campus, you can expect daily temperature checks, social distancing where feasible, and cloth or disposable face coverings to be worn by students and staff as noted in the plan. If you believe that online learning is best, you can choose the remote learning option which will be provided by our teacher(s).

We will continue to move forward making decisions that are focused on the emotional well-being, safety, and education of our students, staff, and stakeholders. As information becomes available, we will continue to update our community and as information and guidance from health authorities continues to evolve, we will adjust our planning as needed.

I wish you good health and safety.

Patrick M. Cripps  
DeKalb County Director of Schools

## ATTENTION

**All parents are required to view the DeKalb County School System's Parent Digital University video in order to complete Skyward student registration. Please visit link to view the YouTube video:**

**<https://youtu.be/za66RPavmOI>**

### Terms to Know

The Reopening Framework contains the following terms that families should know:

**Chromebook:** Chromebook is the device that will be distributed to each DeKalb County student in grades PreK-12 prior to or at the beginning of the 2020-2021 school year. The device will be used for on campus, online and/or remote learning.

**Clever:** Clever is the district's Single Sign On (SSO) Dashboard that is used by students and staff to access digital curriculum/resource sites. This eliminates the need for a user to remember multiple usernames and passwords.

**Google Classroom:** Google Classroom is the primary learning management system for all students.

**Learning Management System:** Learning Management System is a software application that is designed specifically to create, distribute and manage the delivery of educational content.


**On Campus School:** On campus refers to the traditional school schedule where classes are held each weekday on a school campus.

**Remote Learning:** Remote refers to the way instruction will take place if classes cannot be held on campus. Students

will use their assigned Chromebooks to engage with teachers and continue their learning until they can return to class on campus.

**Skyward:** Student database used for grades, class schedule and communication

**School Messenger:** 2 way communication app that enables the district, teachers and parents to communicate with each other

<h2 style="text-align: center;">DeKalb County School’s Framework for a Safe, Efficient, and Equitable Return to School</h2>			
	Minimal Community Spread	Moderate Community Spread	Substantial Community Spread
<b>Class Size/Spacing Requirements</b>	<ul style="list-style-type: none"> <li>Changes to class sizes and spacing unnecessary, normal seating</li> <li>Assemblies and field trips are prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Arrange all desks facing the same direction toward the front of the room with as much space between them as possible</li> <li>Arrange desks in order to practice as much social distancing as possible</li> <li>Classroom windows should be open when possible</li> <li>Assemblies and field trips are prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Schools are closed and remote learning will take place</li> </ul>
<b>Movement Operations</b>	<ul style="list-style-type: none"> <li>No changes in movement between classes</li> </ul>	<ul style="list-style-type: none"> <li>Flow in hallway can be divided with either side following the same direction</li> </ul>	<ul style="list-style-type: none"> <li>Schools are closed and remote learning will take place</li> </ul>

		<ul style="list-style-type: none"> <li>• Efforts should be made to try and keep six feet of distance between persons in the hallways</li> <li>• Efforts should be made to limit the number of students in the hallway by staggering dismissal</li> <li>• Prohibit use of lockers and gathering in the hallway</li> <li>• Teachers should stand out in the hallway with their doors open to support continued movement and traffic flow and limit touching of door hardware</li> </ul>	
<p><b>Protocols for screening students</b></p>	<ul style="list-style-type: none"> <li>• Students are allowed to enter/exit the building normal procedures</li> <li>• Parents should check student's temperature at home every morning; students with a temperature of 100.4 or above should stay home</li> <li>• Parents should ask their children or monitor for any cough, congestion or shortness of breath every morning</li> </ul>	<ul style="list-style-type: none"> <li>• Students are allowed to enter the building at only 1-2 sites</li> <li>• Parents, delivery services and/or visitors are not allowed in the school building, only the front office</li> <li>• Schools perform temperature checks on students once per day. Car rider's temperature will be taken before exiting the car. Bus riders temperature will be taken upon exiting the bus</li> <li>• Parents should check their child's temperature at home every morning; students with a temperature of 100.4 or above should stay home</li> <li>• Parents should ask their children or monitor for any cough, congestion or shortness of breath every morning</li> <li>• Students who fall ill at school should be placed in an area of quarantine with a surgical mask in place until picked up</li> <li>• Students who have a temperature of 100.4 or above must produce negative</li> </ul>	<ul style="list-style-type: none"> <li>• Schools are closed and remote learning will take place</li> </ul>



		COVID-19 results or self-quarantine for 14 days.	
<b>Protocols for Staff Arrival</b>	<ul style="list-style-type: none"> <li>Teachers are to enter/exit the building normal procedures</li> <li>Teachers should check temperature at home every morning; teachers with a temperature of 100.4 or above should stay home</li> <li>Teachers should monitor for any cough, congestion or shortness of breath every morning.</li> </ul>	<ul style="list-style-type: none"> <li>All staff should be screened with a no touch thermometer and ask COVID-19 screening questions. Those with elevated temperatures or who fail the screening questions are asked to return home.</li> <li>Employees should wash or sanitize hands upon entering the building</li> </ul>	<ul style="list-style-type: none"> <li>Schools are closed and remote learning will take place</li> </ul>
<b>Protocols for dining, gathering and extracurricular activities</b>	<ul style="list-style-type: none"> <li>Students, teachers and cafeteria staff wash hands before and after every meal</li> <li>Meal activities continue with normal operating procedures</li> </ul>	<ul style="list-style-type: none"> <li>Students, teachers and cafeteria staff wash hands before and after every meal.</li> <li>If possible, classrooms should be used for eating in place.</li> <li>Students may bring in food from home.</li> <li>School supplied/packaged meals may be used</li> <li>Meal times can be staggered to create seating assignments</li> <li>Disposable utensils should be used and placed on the tray by an adult</li> <li>Serving and cafeteria staff should use barrier protection, including gloves, face shields and masks when possible</li> <li>Grab and Go meals are highly recommended for breakfast</li> <li>Alternate eating meals in the classroom and in the cafeteria for lunch</li> <li>Open selection of food such as salad bars, self-service stations, should be closed or manned by an adult to avoid multiple surface touches</li> </ul>	<ul style="list-style-type: none"> <li>Schools enact offsite food programs</li> </ul>

<b>Gatherings and Extracurricular Activities</b>	<ul style="list-style-type: none"> <li>• Academic competitions will be considered on a case by case basis</li> <li>• After school programs are open and operating normally</li> <li>• No assemblies or off site field trips will be permitted</li> <li>• Social Distance where applicable</li> <li>• Masks are required at this time.</li> </ul>	<ul style="list-style-type: none"> <li>• Off site field trips are not permitted</li> <li>• After school programs may continue</li> <li>• Social Distance where applicable</li> <li>• Masks are required at this time.</li> </ul>	<ul style="list-style-type: none"> <li>• No on or off site school related activities are allowed</li> </ul>
<b>Protocols for Athletic Activities</b>	<ul style="list-style-type: none"> <li>• All activities are allowed to continue as normal</li> <li>• Spectator events are allowed per normal procedures</li> <li>• Sports will abide by guidelines set forth by TSSAA.</li> </ul>	<ul style="list-style-type: none"> <li>• Weight room and physical conditioning activities should only be used with proper social distancing</li> <li>• Schools will consult with health officials and school sports governing bodies for current public health guidance on sports with close contact</li> <li>• Sports will abide by guidelines set forth by TSSAA</li> </ul>	<ul style="list-style-type: none"> <li>• All athletics are suspended</li> </ul>
<b>Cleaning Protocols</b>	<ul style="list-style-type: none"> <li>• Routine cleaning with standard cleaning supplies</li> <li>• Efforts should be made to minimize sharing of materials between students as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Routine cleaning with standard cleaning supplies</li> <li>• Frequently touched surfaces, including lights, doors, benches, bathrooms, etc., should undergo cleaning more frequently</li> <li>• Libraries, computer labs, arts and other hands on classrooms should undergo standard cleaning procedures per normal operating status</li> <li>• Student desks should be wiped down at the beginning of each day</li> <li>• Playground and athletic equipment can be cleaned twice daily</li> </ul>	<ul style="list-style-type: none"> <li>• Schools are closed and cleaning practices adjusted to maintain school buildings in clean and well-functioning order</li> </ul>

<p><b>Protocols for Busing and Student Transportation</b></p>	<ul style="list-style-type: none"> <li>• School busing operations proceed normally</li> <li>• No changes to schedules on the buses</li> <li>• Seating patterns are at the discretion of the driver</li> <li>• Masks are required at this time</li> </ul>	<ul style="list-style-type: none"> <li>• Windows should be open when possible and the conditions allow</li> <li>• Unloading of buses at school will be staggered to minimize mixing of students and temperature checks inside of the building</li> <li>• Siblings and family members sit together</li> <li>• Assign seats for students</li> <li>• Seats and handrails will be disinfected</li> <li>• Bus driver will instruct riders when it is time to unload</li> <li>• Hand sanitizer is available on each bus</li> <li>• Masks are required at this time</li> </ul>	<ul style="list-style-type: none"> <li>• All busing operations are suspended</li> </ul>
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**Framework for a Safe, Efficient, and Equitable Return to School**

This framework provides a roadmap for schools across DeKalb County to navigate the COVID-19 pandemic. It is based on the most up-to-date public health recommendations given the evidence to date. It does not, however, constitute medical advice and it will need to be adapted in real time as the epidemic evolves.

### **Community Spread and School Operating Status:**

Within each of the pandemic scenarios, the virus will manifest in local communities in one of three ways at any given point in time:

1. Minimal
2. Moderate
3. Substantial

The level of community spread is the core public health input that should inform school leaders' decision making relative to school reopening. To determine the level of community spread, school leaders will have periodic discussions with local public health officials, city and county leaders to determine trends under observation and whether there are plans to change the school's reopening phase status.

### **School Opening Scenarios**

Given the coronavirus pandemic scenarios and the manifestation of community spread, there are three possibilities for school opening in the fall of 2020 and decisions should be based on public health framework for reopening:

- Schools open on time and remain open
- Schools open on time but are eventually forced to close with the possibility of reopening with hybrid classes
- Schools open on time but are eventually forced to close with remote learning

### **Transportation:**

It is highly encouraged that you provide transportation for your child if at all possible. Since buses are confined spaces and social distancing guidelines may be difficult to observe, it is highly recommended that face coverings be worn. Hand sanitizer will be available on each bus. These recommendations are derived from school operating procedures and the best “reasonable standard” given feasibility constraints.

**Plan of action:**

When an individual in the school is showing signs or symptoms or has been diagnosed with COVID 19 the following are important elements of the plan:

- Immediately place a cloth face covering or surgical mask on the ill individual and move them to the place your school has identified as a safe place to isolate
- Anyone assisting the individual should put on a cloth face covering. Limit the number of people who are in direct contact with the ill.
- Ensure the individual is safe and does not need emergent medical attention.
- Notify the sick individual’s parent or guardian so they can be picked up from school
- Clean and disinfect areas where the ill individual has been while in the building.

**Response to Reported, Positive case of DeKalb Student/Staff Member**

The basic response to a reported, positive case:

- School/district will request the reporting party produce any available confirmation.
- A decision will be made regarding a school building closure to allow for sanitization, based on the information provided by the reporting party as to time, exposure to others etc., applying those facts to Health Department guidance.
- If the school district is closed, parents will be notified through the DeKalb County School phone/email notification system.
- If the school district is closed, students will shift to remote instruction immediately.
- DeKalb County Schools will assist the DeKalb County Health Department with contact tracing as requested and needed. Students and parents should follow quarantine advice given by the Health Department.
- After sanitization, students and staff not quarantined by a medical professional will be able to return to school.
- Students missing school for COVID-19 quarantine will be excused from school and provided instruction through the quarantine period through their Google Classroom.

- 10-Day Sick Window: Anyone testing positive for COVID-19 must isolate themselves at home for 10 days from the onset of their symptoms or 10 days from the date their test was done if they never developed symptoms. Fever must be gone and they must be feeling better for at least 24 hours. If
- 14-Day Quarantine: Anyone who has been within 6 feet of someone who has COVID-19 for 10 minutes or more must quarantine themselves at home for 14 days from the last time they were with that person. These time periods do not change with a doctor's note or with a negative test. CDC guidelines will be followed when quarantining students and staff.
- Students and teachers who are quarantined and able to participate in remote learning, shall participate to the fullest extent possible. A classroom facilitator will be available to assist students who are in the building while the teacher is remotely teaching.

DeKalb Schools will consult with the Health Department and evaluate the need to close any school building or the school district. DeKalb County Schools student and staff attendance rates will also be evaluated.

### **Additional Screening Information:**

At this time, CDC recommends temperature screening of students upon entry in any feasible situation. When screening does occur, it should comply with privacy and HIPAA requirements. Masks will be provided for staff and students. It is a requirement at this time that students and staff wear masks in common areas and where social distancing is not applicable. Students and bus drivers will also wear masks on school busses. Symptom screening questions at school will include:

- Have you been in close contact with a confirmed case of COVID-19 within the past 14 days?
- Are you experiencing a cough, shortness of breath, sore throat, vomiting and/or diarrhea?
- Have you had a fever of 100.4 in the last 48 hours?
- Have you had a loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

COVID 19 tests are provided at no cost at the DeKalb County Health Department. Upon request the health department will issue a written test result in order for you to bring back to school.

This is an initial plan with general guidelines for a situation that is changing daily. This plan was developed using information from Center For Disease Control, Tennessee Department of Education, State and Local Health Departments and local Health Care professionals. This plan is far from inclusive and has been developed for parents to use in making a determination whether it would be in the best interests to attend school in person or participate via remote learning. Currently Remote Learning is not an option for the 2021-2022 school year.

### **Frequently Asked Questions:**

What type of instruction can I expect for my student?

- All students will have daily scheduled instruction directed by their teacher at every level
- Each student will be issued a Chromebook for use on campus, remotely or through online learning programs
- Google Classroom will be used as their Learning Management System to serve as a platform for learning and communication with teachers.
- Teachers will be using tools such as Zoom, Screencastify and other DCS content specific resources
- All staff members will have a role in providing daily instruction

I have a special needs child. How will my child receive services?

- As always services will be determined by your child's Individualized Education Plan (IEP)

What if my question is not addressed in the framework?

- Contact your child's school for any questions or concerns.

We don't have a Chromebook for each of our children. How will my child get a Chromebook?

-A Chromebook will be issued to every student in August, so students will be equipped for online and remote learning at any time. Principals will notify families of the distribution schedule.

What if I don't have internet connectivity?

-If you are not equipped with Internet access for your child's Chromebook, DTC has provided wi-fi usage at the following 5 locations. DeKalb Middle School Parking lot, Northside Elementary School Parking lot, DeKalb West School Parking lot, DTC Office Smithville location (beside Walmart) located at 200 Walmart Drive, and DTC Office Location in Alexandria located at 111 High Street. Additional sites will be added and communicated prior to the start of school. You can take your child to any of these locations or other locations where Wi-fi is available and download the assignments to the Chromebook.

If I choose for my child to take their classes completely online for the fall semester, will they still be allowed to participate in school activities and extracurriculars?

-Yes. Students enrolled in DCS online programming are still DCS students. They will be allowed to participate in all after school activities at their school.

What should I do to prepare my child to come to school each day?

-Parents should conduct the self screening protocol prior to leaving home by taking their child's temperature and asking

COVID-19 questions below:

- Have you been in close contact with a person with a confirmed diagnosis of COVID-19?
- Have you had an unusual cough or shortness of breath?
- Have you had a sore throat or other flu like symptoms?
- Have you had a new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

### **DO NOT SEND SICK CHILDREN TO SCHOOL**

A child should not come to school with a temperature of 100.4 F or higher, or if yes, was the answer to any screening questions.

In order for your child to return back to school, they shall quarantine for 14 days or produce a copy of the student's negative COVID-19 test .



Does my child have to wear a cloth or disposable face covering in the classroom?

It is not mandatory, but highly recommended at this time.

Will students be allowed to share materials and supplies in the classroom?

-Students are discouraged from sharing materials and supplies during the pandemic without sanitization.

Will there be soap for students to use?

-Students will be encouraged to properly wash their hands often with soap and water or use hand sanitizer throughout the day. The district will supply hand sanitizer in classrooms and buses. Custodians will make sure soap dispensers are filled daily.

What will happen when my child arrives at school?

-Students and teachers will be screened upon entering a DCS building by asking COVID-19 questions and temperature checks. Any individual with a temperature of a 100.5 or higher will be sent home.

If it is determined that students can't be in school buildings, will remote learning look the same as it did in the spring?

-No. This year students will be required to attend remote learning sessions and grades will be given for assignments and assessments. Students will also receive report cards at the end of each grading period and earn credit.

You may use the link below to hear the Director of Schools and Attendance Supervisor during the Question and Answer session on the local radio station:

<https://www.wjle.com/reopening-dekalb-county-schools>

## **Learning Plan Grades PreK-12**

### **ATTENDANCE**

Students may attend school during the 2020-2021 school year with two options:

Traditional or Remote

During the 2021-2022 school year, students are expected to participate in in-person learning exclusively. Remote learning will only be used during times of quarantine and/or schools being closed to community outbreak.

**Attendance:** All students are expected to attend and participate in their online or traditional education. Online courses will be expected to participate as fully as they would attend and participate in a traditional classroom course. Both teachers and Parent/Guardians are expected to monitor student attendance and class progress whether students are participating online or traditional. Students must be willing to complete all assignments in accordance with the deadlines established by the online instructor. Students MUST continue to meet time requirements and assignments in each class traditional or remote. This will enable students who are learning remotely time to visit a hotspot if needed in order to download lessons to complete. Attendance will be taken daily using Go Guardian which allows attendance to be time stamped digitally. Teachers will access daily reports in order to take attendance. A student is considered truant on the 5th unexcused absence regardless if they are participating in traditional or remote learning. An unexcused absence for remote learners means lack of work being submitted. If attendance policies are not followed, parents and/or legal guardians will receive notice to appear before the truancy review and support team.

**Hotspot Locations:**

- DeKalb Middle School Parking lot
- Northside Elementary School Parking lot
- DeKalb West School Parking lot
- DTC Office Smithville location (beside Walmart)

200 Walmart Drive

- DTC Office Location in Alexandria

111 High Street

**Community Center Locations:** Belk, Blue Springs, Temperance Hall, Keltonburg, Midway

Absences: All absences are unexcused, unless a doctor note is provided or the school administrator chooses to excuse an absence due to an extenuating circumstance. Excuses must be submitted to the Administrator within three (3) school days. Family trips/vacations are not excusable. Excused absences will be determined by DeKalb County School Board Policy 6.200.

**Remote Learning Technology**

A Chromebook will be issued to every student both traditional and remote in August. Students will be equipped for online and remote learning at any time. Principals will notify families of the distribution schedule. In the event that a remote learner

needs a replacement computer, the parent will need to contact the principal and make arrangements. Please refer to the Student Chromebook contract. Chromebooks will be stored in carts in each individual school building when students turn Chromebooks back into school and not in use.

**Teacher Responsibilities:**

- I. Teachers will distribute Chromebooks to students and be affixed with an asset tag for inventory and risk management.
- II. Attendance Procedure

**A. Go Guardian will monitor:**

- 1) Attendance-time stamped
- 2) Duration online
- 3) Websites viewed
- 4) Ensure students are turning in assignments via Google Classroom and/or Edgenuity (DCHS)

**B. Phone calls, School Messenger app text, email**

**C. Daily attendance will be taken. The student will be contacted within 24 hours if the teacher has not been in contact with the student.**

II. Teachers record lessons daily for each class period and post the next morning. Students shall join the Google Meet if able and Internet accessibility is available. (Essentially remote learners stay a day behind. This will ensure teachers will be able to assist remote learners.) If students are unable to attend live Google Meet class sessions due to lack of Internet connectivity or unforeseen circumstances, teachers may assist remote learners with questions and/or assistance during planning times. Teachers designate and post times available. If a remote learner without Internet access needs to contact the teacher, the parent should contact the school office and leave a message for the teacher(s). Any after school questions may be funneled to a designated after school teacher. (After school attendance recorded. Date of after school start To Be Determined. This will be communicated to parents.)

III. All students (remote and in-person) turn in work via Google Classroom. Limited paper documents for students. This will ensure proper training, in the event that we are remote learning and reduce likelihood of germ spread.

IV. All assignments are posted via Google Classroom for every student regardless of remote or in-class learners. Feedback regarding

student work will be submitted on the document in the form of a comment via email. Grades will be posted on Skyward. Small group Google Meets will be used to differentiate instruction and provide feedback. Google meet can be utilized during small group settings to provide informal feedback and instructional feedback.

V. All platforms assigned are posted via Google Classroom. Everything funnelled through Google Classroom. This will enable administrators to monitor class assignments.

VI. All teachers MUST share Google Classroom codes with administrators. (Principles, APs, and Supervisors)

VII. Students will be given daily and/or weekly due dates and are responsible for completing those assignments in a timely manner

VIII. Teachers will make contact with students daily either by phone call, school messenger two way communication, email or returned assignment.

IV. Teachers will gain an informal consent from students to record the live classroom.

VII. Teachers should create and maintain a seating chart for each class.

### **Student Responsibilities**

- I. MUST use the school email address to login in order to ensure Go Guardian information to record attendance.
- II. Attend, participate and login to each Google Classroom for each class everyday.
- III. Use the school email to communicate with teachers either directly or via Google Classroom on a daily basis.
- IV. Turn in all assignments, attend Google meets, and watch recordings via Google Classroom.
- V. Maintain Edgenuity coursework and login daily if assigned.

### **Parent Responsibilities**

- I. Facilitate student learning by checking progress in Skyward

- II. Assure student is in “attendance”
- III. Provide Internet access either in home or at a hotspot designated throughout the county
- IV. Provide all necessary enrollment paperwork
- V. Watch Parent Digital Resource Video or attend an in person training session to be scheduled by the school
- VI. Collaborate with teacher in monitoring student progress
- VII. Check email daily
- VIII. Be familiar with Google Classroom-Your child’s teacher(s) will provide Google Classroom code(s). You must be familiar with this code.
- IX. Check your student’s progress with assignments
- X. Limit distractions for students during online class time
- XI. Ensure students are following dress code for online class as well as traditional classroom
- XII. All questions should be directed to the teacher and or school first. If your technology/Chromebook question can not be resolved at your school. Then, in the event that students/parents have a Chromebook device problem, please contact tech support [techhelpdesk@dekalbschools.net](mailto:techhelpdesk@dekalbschools.net)
- XIII. Follow online Google Meet etiquette guidelines as follows:

**Google Meet: Student Expectations**

**Before you start**

- Gather your materials: device, papers, pencil/pen.
- Find a spot without distractions.

**General expectation:**

- If it wouldn’t be appropriate in the classroom, it isn’t appropriate in the meeting.
- Be on time.
- All school and classroom rules apply for remote learning.
- School Handbook Dress Code applies for remote learning.

**Important privacy issues**

- When you participate in a video meeting, you are providing a “window” into your home.
- Please think about what is behind you and what may come into view during the meeting.
- Do not screenshot or record anything during the meeting.

**Joining the meeting**

- Click on the link or call the phone number.
- Check in through the chat (top right) when you arrive. “Tom is here.”

- Mute yourself by clicking on the bottom of the screen.

#### **Using your mic**

- Unmute yourself when you want to talk, then mute again.
- Select the mic button on the bottom of your screen
- Pause for a moment to allow for the audio delay.
- Talk normally.
- Don't have side conversations. The mic will pick up other noises in the room.

#### **Using your camera**

- Select the camera button on the bottom of your screen to turn it on and off.
- Try to look at the camera, not your screen.
- If your camera is off, you might need to say who you are when you talk.

#### **Stay engaged**

- Nod or do "thumbs up" when others are talking.
- Try not to do anything else when you're participating in the meeting.
- Use the chat, but think before you type, just like you would think before you talk.
- Raise your hand to share ideas, and the teacher will ask you to unmute yourself.

#### **Keeping track**

- Take notes on paper or in a doc during the meeting. Some final thoughts
- Always behave as if your camera and mic are on.
- Be respectful and patient.

### **Administrator Responsibilities**

- I. In addition to existing responsibilities, administrators will ensure that remote learners are receiving an equitable education.
- II. Administrators will monitor responsibilities for both traditional and remote learners.
- III. During remote learning, administrators will use the Google Classroom platform, Edgenuity administrator dashboard, Go Guardian, as well as content specific curriculum platforms to monitor remote learning classes, assignments, and interaction in order to maintain instructional integrity for all remote learners.
- IV. Administrators will coordinate and ensure that remote learners are receiving needed resources to complete assignments.
- V. Administrators will maintain office hours for parents, teachers, and students to support stakeholders.

- VI. Administrators will LEA all in-person and remote IEP meetings.
- VII. Administrators will work collaboratively with guidance counselors and SROs in order to ensure the social emotional well-being of students, staff, and teachers.
- VIII. Weekly virtual walk-throughs of Google Classrooms will be conducted and feedback provided to teachers. (TEAM rubric, Walk-Through Tool, CLASS rubric)

## **RE-ENTRY PLAN**

During the first two weeks of reopening, schools will provide instruction and modeling of Google Classroom for all students and families to prepare them for possible periods of remote learning.

### **Data Sources to Inform Instruction:**

- Fall 2020 NWEA (MAP): Reading and Math Assessment Scores K-10
- Diagnostic Assessments from instructional programs
- Baseline Assessments from the Tennessee Department of Education provided at the beginning of the 2020 - 2021 school year
- K-2 Diagnostic provided by the Tennessee Department of Education

## **Professional Development for Teachers**

### **Remote Learners**

The district has contracted with Eaton Solutions to provide on-going, job-embedded professional development for teachers who are facilitating traditional and remote learning. Eaton Solutions will be scheduled at each school building throughout the school year and address student engagement, classroom climate, online learning platforms such as, but not limited to the Google Classroom suite or any personal curriculum requests made by the teachers.

### **Student Supports**

In the event of a district-wide closure and all students are remote learning, the social emotional program called Shmoop Heartbeat will be implemented for students. Shmoop Heartbeat is a daily well-being data tracking system. Teachers and guidance counselors will have access to student data and implement interventions. Guidance counselors and teachers will check in with remote learners to assess needs and report well-being to the assistant principal of the building.

### **Learning Loss**

Academic learning loss will be addressed by the Academic Coaches for both traditional and remote learners during district-wide professional development. Last year's pacing guide will be assessed to determine which standards per content and grade level were not taught during the COVID-19 school closure. A new scope and sequence will be established per content and grade levels to address the standards missed in conjunction with the grade level standards.

### **High Quality Instructional Materials**

The district is using researched-based high quality state approved digital instructional materials. All content curriculum has the capability to be digital and will be utilized and posted on Google Classroom. Please see the High Quality Instructional Chart attached.

### **Specialized Professional Development**

DeKalb Middle School, Grades 6-8, is partnering with Vanderbilt TRIAD for the 2020-2021 to provide teachers with ongoing professional learning around high leverage practices for students. High Leverage Practice topics identified are as follows: positive behavior supports, student data, learning goals, and explicit instruction.

Northside Elementary is participating in the SPDG grant for the 2020-2021 school year to ensure that all students have access to core instruction. The professional development will occur monthly with participating teachers completing tasks and redelivering to all teachers in the building. Topics include but are not limited to Tier I Instruction: assessing students to create plans for instruction, collaboration amongst General Education and Special Education teachers.

K-2 teachers district wide will be completing the state provided phonics training via Achieve the Core and implementing the State provided phonics program. The Achieve the Core modules will be implemented during PLC times in order to complete the recommended task between modules.

### **Instructional Gap Plan:**

Schools will use data from baseline assessments to determine where gaps exist with each student. We should expect that there will be larger gaps due to the interrupted learning at the end of the 2019-20 school year. These gaps could be greater in the foundational grade levels. Gaps will be addressed in small groups and with individual students through Tier 1 remediation, Tier 2/3 interventions,



Special Education students , ELL students, and any other at-risk students. Depending on the intensity needed to close the gaps, resources will be utilized to address gaps that include items such as or not limited to: Edgenuity, IRead, SRA, Lexia.

### **RTI Protocols for Learning Gaps**

**This protocol is cyclical and is dependent upon student performance.**

- Universal Screening fall, winter, spring
- RTI Teacher and General Education teacher data meetings
- Develop Plan of Action to address additional skill deficits
- Intervention for skill deficits
- Progress Monitoring every 10 days-2 weeks

### **Schedule: (see attached schedules)**

Classroom schedules should be designed to maximize academic instruction with few or no interruptions.

### **Elementary/MS/HS School Students**

- We will continue to have high expectations for all learners.
- Students will be engaged in assignments that are aligned to their grade level standards.
- A spiral review of previous grade level material will be integrated into daily classwork and practice.
- Small groups and RTI2 will be utilized to fill learning gaps.
- Students will be expected to complete grade level assignments within the specified time frame.
- Google classroom will be utilized to communicate assignments and instructional information.
- Schools should not plan in-person field trips until further notice, however, virtual field trip options are encouraged when feasible.

### **ELL**

Instruction Learning Plans (ILP) will be followed for both traditional and remote learners. Services will be provided by certified ELL instructors and instructional materials will be aligned, approved, adopted, researched and/or evidence based in order to continue meeting the individual needs of the learner. ESL teachers will make contact with each student daily via chromebook lesson delivery, assignments completed and returned or phone calls. ESL teachers are responsible for his/her own lessons daily that will be in collaboration with classroom teachers and the student's ILP. Interpreters will be utilized to contact students in order to make daily contact and the teachers are responsible for a daily contact call log. The parent liaison will be utilized to assist teachers and parents in two communication between home and school. See Teacher Responsibilities.

## **At-Risk Academically**

\_\_\_\_\_ Students who do not have Internet access at home. The process for addressing this issue is as follows:

- Student may use any of the district's hotspot locations as referred to in the Parent Digital Learning Course

## **Special Education**

In the event of remote learning, Special Education services will continue to be provided as dictated by the IEP and student's specific class schedule. Service times for special education students will be the same for traditional and remote learners.

Any student receiving IEP services who is considering moving to a remote learning plan should notify their child's special education teacher to plan and develop expectations related to daily participation in learning activities, accommodations, and intervention. Services will be provided by certified Special Education instructors and instructional materials will be aligned to approved, adopted, researched and/or evidence based in order to continue meeting the individual needs of the learner.

Parents with questions related to their student's individualized education plan may contact Shea Hennessee at [sheahennessee@dekalbschools.net](mailto:sheahennessee@dekalbschools.net) or call 615-215-2106.

## **GRADING POLICY**

To receive credit and attendance for the courses for this school year, students are expected to complete the assignments.

### **Elementary/Middle School/High School**

- Grades and/or feedback will be issued for student assignments.
- Students will be monitored for their progress toward mastery of skills. Progress will be reported to parents frequently.
- Grades will be entered into PowerSchool weekly.
- Assessments to be completed independently will be specified.
- Student assignments will be graded as applicable.
- Time and rigor expectations will parallel that of the traditional classroom.
- All assignments must be completed on time at the discretion of the remote learning teacher.

- Mid-term progress reports and report cards will follow the district schedule.

### **Communication Plan**

The district has chosen numerous pathways to communicate information to all stakeholders with versions in English and Spanish. The parent survey indicated a need for a more effective way to communicate. The communication plan includes all district staff, building level staff, teachers, education assistants, bilingual parent liaison, special education district and building level staff, and ELL district and building level staff.

- The district partners with WJLE, a local radio station with a website, to inform parents of a brief outline of the reopening process.
- DeKalb County School District's Parent Digital University YouTube video for parents to learn how to navigate the multiple learning platforms available. This video is in Spanish for our Hispanic community as well.
- Our Parent Liaison, who is a bilingual interpreter, is in constant communication with our English as a second language parents via phone or app.
- The Director of Schools and SAVE Act Coordinator holds Question and Answer sessions on the local radio station for parents to call in and ask about reopening and remote learning.
- School Messenger App-a two way communication app for parent and teachers
- Skyward Student Database Management system is utilized for 2-way email communication among parents, teachers, and students. Emails can be translated to Spanish if needed.
- Gmail is used as a 2-way communication between parents, students and teachers.
- Social Media-DeKalb County School District has a Facebook page. Communication is posted with both Spanish and English translations.
- The district, as well as, each individual school has a webpage that include Spanish translation capabilities and accessibility.
- School Messenger all calls to students in both English and Spanish
- Teachers will hold daily office hours in order to assist remote learners. These hours will be posted for families.

### **Guidance for Instructional Purposes**

Guidance counselors are assigned to a student within the building regardless if they are a traditional learner or a remote learner. The district has one high school with two guidance counselors assigned to specific grade levels. The 9th-10th grade guidance counselor will ensure there are no gaps in classes, that students have alignment to student course plans, and post secondary goals identified by the Major Clarity data. The 11th-12th grade counselor will also ensure there are no gaps in classes, that students have alignment to student course plans, post secondary goals identified by the Major Clarity data, and assess those students who need to prepare and take the ACT before graduation. All guidance counselors within the district are available between 8am-3pm each day for traditional and remote learners.

### **SOCIAL- EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The Guidance Counselors will provide resources for parents and teachers to access.

Guidance Counselors will assist students who have been most adversely impacted by COVID-19 cope with grief, stress, and anxiety, and connect their families to community resources as needed.

The guidance counselors and assistant principals will manage referrals to appropriate resources within or outside the district.

Staff and teachers will communicate vital information to the adults who will support a student the following day. They will keep track of warning signs for specific students and make referrals to the Guidance Counselors.

Assistant Principals will check-in with all staff regarding social emotional well being.

**Data and information regarding COVID-19 changes often. We will adapt our response accordingly.**