Quitman County School District

Return to In-Person Instruction Plan

2021-2022 School Year

Revised July 9, 2021

Overview

- The Quitman County School District is pleased to share the following *Return to In-Person Instruction Plan*. Designed to provide parents/guardians and district and school stakeholders with a comprehensive document, the *Return to In-Person Instruction Plan* features information regarding the opening of the 2021-2022 school year. The information and protocols outlined in this document have been developed using Georgia's Path to Recovery for K-12 Schools. **The information contained in this document is subject to revisions and changes as health guidelines and situations change and evolve.**

Included in this Plan

- Plan for School Reopening
  - Safety, Security, and School Operations
  - Protective Measures for Staff and Students
  - Enhanced Cleaning and Disinfection
  - Transportation
  - Student Support Services
  - Technology
  - Protocols for District Staff Members
  - Athletics
- IF NEEDED, Plan for Virtual Learning
  - Option A – In-Person Instruction
  - Option B - Virtual/Digital Instruction Provided by QC Schools
  - Option C – Georgia Virtual School (GAVS)
- Parent Roles and Responsibilities
- Resources and Communications

Plan for Reopening

Plan for Reopening

- It is the goal of the Quitman County School District to reopen schools IN-PERSON for all students beginning on August 2, 2021. The Quitman County School District will take every possible and practical safety measure to ensure the safety and well-being of our students and staff members.

Plan for Reopening

- Safety, Security, and School Operations:
- Visitors will be limited at all schools. Parents may not walk students to classrooms. Elementary schools will have more information soon regarding the first day of school procedures.
- Visitors are required to wear face coverings. Each building should have a face covering available.
- Congregation of visitors in parking lots, front offices, entrances, and common areas are discouraged.
- Students must not congregate in common areas or restrooms. School staff must ensure that no more that a limited number of students be allowed in group restrooms at one time.
- Discourage staff, teachers, and administrators from congregating and meeting in person.
- Signage will be posted outlining the district's healthy school environment requirements.
- Heating and air conditioning units are continuously maintained to ensure safe ventilation of spaces (routine cleaning of filters).
- Encourage virtual meetings of staff, parents, and teachers
- Staff may utilize outside doors and routes when moving about the school campuses.
- Discourage staff and students from sharing classroom equipment, property, and objects.
- Use of water fountains will be discouraged. Students and staff will be allowed a clear, refillable plastic water bottle, no larger than 12oz. Ample fill areas are available in all schools.

Plan for Reopening

- Protective Measures for Staff and Students:
- If staff or students are sick they must stay home. If students or staff come to work sick they will be immediately sent home. Sick students will be quarantined in an isolation room until parent pick up.
- Faculty/Staff: Faculty and staff will be required to wear masks or face coverings. Limited number of washable and reusable cloth face coverings will be available if needed.
- All students will be required to wear masks or face coverings. Breakfast time and lunch will be an exception to the wearing of masks or face coverings. Frequent breaks in appropriately distanced areas will be encouraged. Breakfast time and lunch will be an exception to the wearing of masks or face coverings.
- Exceptions for wearing masks or face coverings will be guided by 504 Plans or IEP driven. Faculty and staff may use shields if a medical directive confirms the exception.
- Parents should ensure their student has a face covering available each day.
- The ability to conduct consistent and daily temperature screenings of staff and students in all schools and classrooms.
- Ample hand sanitizer, hand soap, paper towels will be available throughout the schools for proper hand hygiene.
- Frequent hand washing breaks will be provided for students.
- Outside fresh air breaks will be provided for students.
- Every classroom will be provided with disinfecting solutions, sanitizing wipes, hand sanitizer, a digital thermometer, and face coverings if needed. Parents should ensure their student has a face covering each day.
- **6 ft. social distancing in schools will be very difficult.** School spaces and operations will be modified as feasible to support increased distancing.

Plan for Reopening

- Enhanced Cleaning and Disinfection:
- In response to COVID-19, all staff (day crews and evening crews) have been trained in enhanced cleaning and sanitation techniques.
- Schools will be cleaned and sanitized throughout the day & after school using safe and approved virucidal agents and techniques.
- Throughout the school day, each school will have trained personnel constantly cleaning and sanitizing frequently used areas and surfaces such as table tops, student desks, restrooms, door handles, etc.
- Two times per week, staff will employ hydrostatic sanitizers to disinfect classrooms, locker rooms, restrooms, cafeteria, gymnasium, and etc.

Plan for Reopening

- Transportation:
- **Social distancing on school buses may not be possible.**
- To the greatest extent possible, distances between students seated on buses will be increased.
- Bus Walkways and hand railings will be sanitized Daily.
- Buses will be cleaned and sanitized after each Tuesday and Friday morning.
- Air vents will be cleaned as needed.
- **For the safety of everyone on board buses, in a confined space, drivers and students will be required to wear face coverings on buses. Bus drivers will have disposable masks on hand.**
- There is a shortage of substitute bus drivers. If enough daily drivers are not available, bus routes could be delayed.
- Due to the unforeseen probability of some buses being delayed, parents should have a daily backup transportation plan.

Plan for Reopening

- Student Support Services:
- **<u>Common Communication Regarding Sick Employees and Students</u>**
- Employees and students with a fever of 100.4 or greater, or who are sick, or who are exhibiting symptoms of COVID-19 must stay home to avoid infecting others. Employees should take temperatures prior to reporting to work. Parents/guardians are asked to please take their children's temperatures each morning before school.
- If an employee is determined to be sick while at school/work, he/she will be asked to go home.
- If a student is determined to be sick while at school, the parent/guardian will be called and required to pick up the student from school. A sick student will be placed in a supervised, but separated area until the parent arrives.
- According to the CDC, students or employees who test positive for COVID-19 must remain in isolation at home for 10 days. Once the student's or employee's symptoms resolve AND respiratory issues have improved AND the student or employee is fever-free without medication for the last three days of isolation, the student or employee can return to school or work on day 11 after the 10-day isolation period has ended.
- Employees or students who have had close contact with a person with COVID-19 must stay home for fourteen days after exposure. Anyone wishing to be tested should get tested on day 10 after exposure unless the person develops COVID-19 symptoms before day 10. Regardless of the test result, the person is required to complete the 14-day isolation period.

**QCSD always follows the Family Educational Rights and Privacy Act (FERPA) and Americans with Disabilities Act (ADA). FERPA is a federal law that protects the privacy of student education records. ADA privacy rules restrict employers from sharing personal health information of an employee.*

Plan for Reopening

- Student Support Services:
- **Academic Support** will provide ongoing support, guidance, materials, and resources to staff and students in the EL, Gifted, and GA DECAL Bright From the Start Pre-K programs for both traditional in-person and virtual learning.
- **Federal Programs** will support schools and student learning by providing academic services to students in Title I schools. These services will be both in-person and virtually.
- Professional Learning will be provided for teachers and leaders to gain instructional knowledge as well as a better understanding of the virtual tools necessary in developing a viable distant learning program.

Plan for Reopening

- Student Support Services:
- **School Nutrition** will ensure that students have access to nutritionally balanced breakfast and lunch meals each school day.
- For Traditional **In-Person** Instruction:
- School Nutrition staff will make meals available for all students in school attendance. Breakfast and lunch menu options will be modified for easier transport to and from the cafeteria.
- Students will pick up breakfast and lunch from the cafeteria or hallway. Pre-K and Kindergarten students will eat in the cafeteria for lunch, only. All other meals for all other grades will be eaten in the classroom.
- Students will practice social distancing as feasible while walking the hallway and entering and exiting the cafeteria. Social distancing signage/markings will be placed in the cafeteria.
- The school's cafeteria will implement hand-sanitizing stations for student use.

Plan for Reopening

- Student Support Services:
- **School Nutrition (continued)**
- For **Virtual Learning Instruction, IF NEEDED**:
- The School Nutrition Program will establish a process for serving breakfast and lunch within the school by the Grab and Go Process.
- The school's nutrition team will be responsible for producing hot and cold breakfast and lunch meals for distribution in the community. Parents may pick up meals from their child's assigned school or the designated location within the district.
- Breakfast and lunch meals will be packed simultaneously and ready to distribute between 11:30 – 1:30 P.M. each school day. Both meals will be distributed at the same time.

Plan for Reopening

- Student Support Services:
- **Social Services** provides the supportive services necessary to allow all students to make the best use of their educational opportunities. Social services is based on an understanding of the relationship between student achievement and the influences of psychosocial development, family, community, and culture.
- Social Services will provide support to School Counselors and staff members by assisting with students who may be experiencing mental health challenges, social-emotional issues, and/or maltreatment.
- The department will work with School Nurses to support the school health program by addressing student medical needs or concerns in partnership with parents/guardians as well as staff medical needs.
- Staff will provide linkages to community resources and services in an attempt to mitigate the impact of the emotional and financial implications of the COVID-19 closure on students and parents/guardians.
- Virtual Parent sessions will be offered and made available to assist parents/guardians how to effectively use Microsoft Teams and other online learning resources as well as how to operate iPads to help students with academic instruction.

Plan for Reopening

- Student Support Services:
- **Special Education** will serve students through program goals, curriculum, and materials that are developmentally appropriate and focused towards meeting the individual needs of students.
- For traditional **in-person** instruction, instruction will include whole group and small group academic time with a focus on IEP goals. Additional tutoring at each school for Students with Disabilities may be provided to enhance academic gain. A continuation of face to face therapy per IEP description is planned including speech therapy, occupational therapy, and physical therapy.
- For **virtual** learning instruction, IF NEEDED, Special Education teachers will utilize online platforms approved by district leaders. Online resources may be used by Special Education teachers to augment instruction for resource students whose primary instruction is in the general education setting with a general education teacher. Additional platforms and digital curricular may be utilized by small group (formally known as self-contained) teachers to provide online academic assignments for SWD. Planned consultation via teleconference or online platforms with speech therapists, occupational therapists and physical therapists will provide parents a resource for therapy exercises and professional feedback.

Plan for Reopening

- Student Support Services:
- The Quitman County Board of Education's (QCBOE) **Student Behavior Code** is written to provide information to create a safe and secure learning environment. These rules also apply off school grounds while in route to or from any school activity, function or event, or anytime a student is on a school bus or any other transportation furnished by the school district. The QCSD also addresses certain off campus misconduct including electronic messages whether or not they originated on school grounds or on school property. Parents are encouraged to read the handbook thoroughly with your child to help them understand the expectations that students will behave themselves, that they will respect each other and employees, obey student behavior policies adopted by the QCBOE, and obey student behavior rules established by the school.
- Students in all learning environments (***in-person and virtual***) must adhere to the QCBOE Student Behavior Code.
- The Student Behavior Code will be made available in the schools/classrooms with documentation gathered to meet statutory requirements. The Student Behavior Code will also be made available to students and parents electronically, and documentation will be gathered to meet statutory requirements.
- If a student disciplinary tribunal must be held, hearings will be conducted with QCBOE-approved Tribunal Panel members. The QCSD will manage the number of people in the Tribunal Hearing room to comply with social distancing guidelines. Precautionary measures such as wearing face coverings and using hand sanitizer will be required for parents, students, and staff during Tribunal hearings.

Plan for Reopening

- Student Support Services:
- **After-school Learning Programs** will be offered to students attending traditional in-person learning at school. Protective measures for staff, parents, and students will be enforced just as during the regular school day.
- If staff or students are sick, they must stay home. If students or staff arrive sick, they will be immediately sent home. Sick students will be quarantined in an isolation room until parent pick up.
- All staff and students will wear face coverings.
- Ample hand sanitizer, hand soap, and paper towels will be available throughout the schools for proper hand hygiene use.
- Frequent hand washing breaks will be provided for students.
- Outside, fresh-air breaks will be provided for students.
- Every area will be provided with disinfecting solutions, sanitizing wipes, hand sanitizer, and a digital thermometer, if needed.
- Staff and students will be discouraged from sharing equipment, property, and objects.
- 6 ft. social distancing in schools will be very difficult. Spaces and operations will be modified as feasible to support increased distancing among students and staff.
- Parents will not be allowed into the areas. Checkout procedures will be implemented at each school.
- Use of water fountains will be discouraged. Students and staff will be allowed a clear, refillable plastic water bottle, no larger than 12oz. Ample fill areas are available in all schools.

Plan for Reopening

- Technology:
- 1 to 1 iPads provided to students in grades PreK-12 to avoid shared use of computer devices.
- All parents must read and sign that they understand the district acceptable use policies and iPad Use Handbook.
- Parents must ensure that students bring their charged iPad each day.
- Students will receive in depth instruction on the use and care of their assigned iPad.
- All teachers trained in the use of Microsoft Teams.

Plan for Reopening

- Protocols for District Staff Members:
- Self-reporting accountability
- Face coverings required in all areas of the school
- Practice, model, and encourage frequent handwashing and hand sanitizer use
- Virtual meetings and conferences, individual use of supplies and resources
- Arrange workspace furnishings to maximize social distancing

Plan for Reopening

- Athletics, Performances, and Extracurricular Activities:
- Possible limited attendance at events, games, and performances
- Seating marked for social distancing
- Possible, Live streaming of athletic events and performances for at-home/on-campus extracurricular activities
- Face coverings at events are required
- All athletic teams practicing and playing in accordance with GHSA guidelines

Virtual Learning Option, IF NEEDED

- Our priority is for every student to see and participate in instruction every day for the entire school year.
- If the Pandemic surges, the district may have to move to Virtual Learning for all students

The Virtual Learning Plan, <u>IF NEEDED</u> is on the following slides:

Virtual Learning Option, IF NEEDED

- Our priority is for every student to see and participate in instruction every day for the entire school year.
- K-8 grade students will be asked to commit to their selection for a minimum of the first term, one quarter, or 9 weeks of the school year.
  - After 9 weeks, the student can change learning options or continue as is
- 9-12 grade students will be asked to commit to their selection for a minimum of the first semester, one half, or 18 weeks of the school year.
  - After 18 weeks, the student can change learning options or continue as is
- Parents choosing virtual school options are responsible for ensuring internet connectivity is available.
- Students who participate in virtual schooling will receive an iPad.

Virtual Learning Option, IF NEEDED

Option A- QCSD Virtual Option:

- Instruction which includes virtual teaching using an online digital platform using Microsoft Teams
- Live virtual instruction with an QCSD teacher will occur 5 days per week
- Daily logins, with instruction and assignments will be expected
- Parents should ensure that students have reliable internet connection and will be able to log in during regularly scheduled school hours Monday - Friday

Option B- Virtual Option:

•GAVS courses are NOT taught by Quitman County teachers and they are more rigorous. If there is any doubt your child will be successful, choose QCSD Option A. Option A courses will be led by Quitman County teachers with in-person support provided.

What does Quitman County Virtual Learning Look Like, IF NEEDED?

- There will be a QCSD school district teacher assigned to teach virtually.
- While students will not be expected to sit online for hours and hours in a row, they will be expected to be available all day with live instruction throughout the day as needed just as if they were going to school. This will vary by grade level as to what the requirements are. While direct instruction will not last all day, students may be required to utilize their device to complete their work. Teachers will set schedules with defined hours of face-to-face instruction versus dedicated work time, question and answer time, etc.
- While we are still working on the exact criteria of what a virtual school day will look like, the Georgia Standards of Excellence will drive instruction just like they will for in-person learning. The major difference is in how the content is delivered and in what way the students will be engaged. The length of virtual learning sessions will vary depending on the grade level and the content being covered. We will be working with virtual teachers on defining the parameters that are appropriate for each instructional level and grade.
- We are very fortunate that all students will now have iPads; because of this, we will be able to load digital packets and instructional materials. If students choose the virtual learning option, many of the lessons and activities will be completed digitally as well. For example, an activity that is assigned in Microsoft Teams can be completed. This will allow their teacher to be logged into their document simultaneously to monitor progress and make corrections, just as they would in person.
- To meet for virtual face-to-face instruction, students and teachers will meet using the Microsoft Teams platform and the iPads provided by the school district.

Georgia Virtual School (GAVS)

- A program of the Georgia Department of Education's (GaDOE) Office of Teaching and Learning
- AdvancED accredited and operates in partnership with schools and parents
- Provides a GAVS teacher led, virtual classroom environment
- Powered through Canvas (online learning management system)
- Equips students with an online media center and guidance center to support students throughout their online course experience.
- Has over 100 course offerings in the core content areas, world languages, CTAE, electives, and a vast AP course selection.
- Options and opportunities are not limited by the school district in which you live or the school they attend.
- Allows for self-paced learning and completion of assignments
- Rigorous, fast-paced coursework

Questions and Answers

- **Will we have substitutes for virtual teachers who are absent?**
  - *Depends on the expected length of absence. If a virtual teacher will have an extended absence, a substitute will take over virtual instruction duties.*
- **Do children in the same household have to choose the same learning option?**
  - *No.*
- **Will virtual instruction follow a standard school day?**
  - *Yes, students will be expected to be available during the standard school day. While virtual instruction may not take place all day, the student is expected to be available. Our expectation is that the only difference for virtual students is that they see their teacher through the computer screen.*

Questions and Answers

- **Will virtual students have homework?**
  - *Yes*
- **How will grades be taken for virtual learning?**
  - *Grades will be given based on content mastery and assignments students complete.*
- **Will parents be required to monitor virtual learning during virtual hours?**
  - *That is a parent decision.*
- **If a child has to be quarantined due to COVID exposure, how will they continue their learning?**
  - *We will follow the same procedures as in the past getting the student makeup work. This will be achieved through Microsoft Teams with the student's classroom teacher.*
- **Will virtual classes be recorded?**
  - *We will make every attempt to have virtual teachers record their sessions.*
- **Will virtual students have access to counselors?**
  - *Yes*

Questions and Answers

- **What will virtual instruction look like?**
  - *It will look the same as in-person instruction, as far as content is concerned. It will be aligned to the Georgia Standards of Excellence. The difference will be in how the content is delivered.*
- **Will children be able to interact with others virtually?**
  - *Yes*
- **Can I come to school for one class and do the rest online?**
  - *No, you are either a virtual or in-person students.*
- **Can I participate in WBL if I choose the online option?**
  - *Yes. You can reach out to Ms. Johnson for more information, shirley.fair-johnson@quitman.k12.ga.us or call district office at (229) 334-4298.*

Parent Roles and Responsibilities

Parent Roles and Responsibilities

- **Parents are important partners in our efforts to keep students and staff s**
- Each day, parents should check their students for any signs or symptoms of COVID-19, to include checking temperature.
- Parents must keep students home if they are sick or exhibit any symptoms such as fever or cough.
- Parents should reinforce preventive actions such as hand washing, covering coughs and sneezes, and not sharing items at school.
- Parents should support their student by watching for stress and anxiety.
- Parents should help their student stay socially connected.
- Parents should support the safety policies and protocols of the school district.
- Parents should communicate with their student's teacher and school by phone, email, text, or virtually if they have questions or concerns.
- Due to the unforeseen probability of some buses being delayed, parents should have a daily backup plan.

Communications and Resources

Communications & Resources

Communications:

Quitman County School District will continuously update and inform parents and staff through the following mediums:

- Quitman County School District website
- Quitman County School District Facebook page
- School messenger notifications via email, text, voice message, and Parent Portal
- Media press releases in local newspapers and on local television stations
- Monthly Board of Education meetings

Communications and Resources

- Resources:
- The information and protocols outlined in this document have been developed using Georgia's Path to Recovery for K-12 Schools.

Thank you

This ends the Return To In-Person Instruction Plan for the School Year.