LELAND SCHOOL DISTRICT COVID19 PARENT HANDBOOK 2021-2022

NFORMATION & RESOURCES FOR PARENTS

Leland School District 2021-2022

COVID-19 PARENT HANDBOOK



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Purpose of COVID-19 Handbook

The purpose of this document is to provide you our stakeholders with information and solutions around the provision of services for student services.

Guidance & Support Documents: MDE COVID-19 Parent Guidance

What is Coronavirus?

- Respiratory Virus that spreads in a manner similar to Flu
- Similar symptoms with some additional manifestations (loss of taste and smell)
- Primarily via air but also contaminated surfaces
- Incubation period ~ 5 days (up to 14 days)
- Contagious up to 10 days from onset of symptoms
- Asymptomatic spread common (asymptomatic and pre-symptomatic)

Note: The Leland School District and the CDC recommend everyone 12 years and older should get a COVID-19 vaccination to help protect against COVID-19. Widespread vaccination is a critical tool to help stop the pandemic. Children 12 years and older are able to get the Pfizer-BioNTech COVID-19 Vaccine.

Case Investigation and Outbreak Response:

Leland School District's Process

- Students and staff will become infected with COVID-19 (whether through transmission in the community or within the school)
- All COVID-19 cases will be isolated at home for 14 days
- Close contacts to COVID-19 cases will be quarantined for 14 days
- Source Control and Safety measures in schools will prevent most transmission
- Leland School District follow general guidance of the CDC

Dismissals/Closures:

- Elevated cases within a group or classroom may require more extensive quarantine
- Certain case levels may necessitate temporary dismissal of students in particular classes or buildings, or closure of the entire school
- School closures and dismissals may be reactive or if schools are dismissed temporarily, discourage students and staff from gathering or socializing anywhere, like at a friend's house, a favorite restaurant, or the local shopping mall

Case Response for COVID-19

Case identified in student or staff:

- In most instances the school will become aware before the Mississippi State Department of Health (MSDH)
- The school will notify the local Epidemiology staff when student or staff are positive
- MSDH will notify the school when aware if not previously reported. Parents will be encouraged to notify the school as well. In the event that MSDH is aware of COVID-19 case, school will be notified
- The school will communicate the expectation that all cases notify the school and stay in isolation at home for a full 14 days
- Parents will be notified when a student or teacher are positive- this may be targeted notification based on the group size.

Sample Parent Notification

child's physician as needed.

Should a student (or teacher/coach in your child's class (group/team) be diagnosed with COVID-19, the following Parent Notification Letter will be sent home:

A student, faculty member or administrator in your child's class or school has been diagnosed with COVID-19. Please monitor your child for symptoms and consult your

As a reminder, always keep your child home if he/she is ill.

Do not hesitate to contact the school should you have any questions or concerns.

Educationally yours,

Dear Parent,

Principal's Name Here (of your child's school)

Cc: Superintendent King Student File

Response Process for Case of COVID19

- Notify Mississippi State Department of Health (MSDH)
- Arrange for education plan / staffing plan for absent student/staff
- Environmental cleaning of affected areas
- Assist with identifying close contacts
- Send all close contacts home x 14 days
- Close Contact = <6 ft. x 15 min (or more) and no mask

Outbreak

- In the event of an outbreak (≥ 3 cases within any group, e.g., class, team) all group members should be quarantined for 14 days
- Closure of School Building (or School)
 - Difficult to create hard and fast rules
 - Evidence of uncontrolled spread in the school is a good indicator that building closure might be prudent
 - Triggers might include
 - O Multiple simultaneous outbreaks or affected groups (i.e., ≥ 3 separate groups impacted)
 - Pre-set % of students or staff (exceeding normal school absences)
 - Difficulty conducting education work due to student or staff absences
- Re-opening minimum 14 days appropriate

Promoting Behaviors that Reduce Spread

- Educating staff, students, and families about when to stay home
- Teaching and reinforcing healthy hygiene, like frequent hand washing and covering coughs and sneezes
- Ensuring adequate supplies to ensure healthy hygiene behaviors
- Teaching and reinforcing the use of cloth face coverings
- Posting signs and making announcements that promote everyday protective measures and describes how to stop the spread of germs

We Care About Your Health!!

Addressing Community	Minimal/Module Spread	Substantial Spread
Spread in K-12 Schools		
Low/No Spread		
 Establish and maintain communication with local and state health officials. Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. Establish a protocol for students/staff who feel ill/experience symptoms when they come to school. Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. Temperature checks will be done daily; students with over 100.4 fever will be sent home. 	 Establish and maintain communication with local and state health officials. Implement enhanced social distancing measures. Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. Establish a protocol for students/staff who feel ill/experience symptoms when they come to school. Isolate and deep clean impacted classrooms and spaces Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. Temperature checks will be done daily; students with over 100.4 fever will be sent home. 	 Coordinate with local and state health officials. Schools that are closed, remain closed. Implement distance/remote learning. Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting. Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness.

- CDC guidelines will be reviewed and followed to the furthest extent possible.
- Temperatures will be taken before students enter the building. Any individual with a temperature over 100.4 o F will be isolated and sent home.
- No visitors will be allowed into the buildings past the front office in order to limit outside exposure to students and staff.
- Choosing to change or switch your child/student between traditional and virtual learning models can only be done at the start of school or at the end of each nine-weeks grading period.
- Please note: If you choose to have your student participate in the virtual learning model, he/she will still be allowed to participate in athletics/extracurricular activities.
- Please note: Students with current IDEA eligibility will have an Individualized Education Plan (IEP) compiled by an IEP committee (which will include the student's parent/guardian and the student if 14 years of age or older), on an individualized, case by case basis.

PLEASE NOTE:

- Leland School District will issue each student with a Chromebook for home and school use.
- Leland School District will provide internet access points at each school campus and throughout the district at various locations. Specific location information will be shared at a later date.
- There will be a "Device Check-Out" night prior to the beginning of school where parents/guardians can come and check out a device for student use. More information will be provided at a later date.

PARENTS/GUARDIANS WILL NEED TO PURCHASE THE FOLLOWING:

- 1. A USB flash drive with at least 64gb of storage.
- 2. A padded backpack designed to hold a Chromebook/laptop that will aid in ensuring safe transport back and forth between school and home.
- 3. Leland School District is currently reviewing different insurance policies that will provide accidental damage coverage for the devices that will be issued to students. More information will be provided as soon as possible, but this fee will likely be in the range of \$25 to \$50.

School Health Strategies – Maintaining Healthy Environments

- Clean and disinfect frequently touched surfaces
- Discourage sharing of items that are difficult to clean or disinfect
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible
- Modifying of layouts of seating/desks
- Providing physical guides to promote physical distancing
- Closing of communal spaces
- Lunch will be served in the classrooms

Coping with Stress

- Pandemics can be stressful
- Everyone reacts differently to stressful situations
- Take care of yourself and your community
- Whether recovering from COVID-19 or ending home isolation

The coronavirus disease 2019 (COVID-19) pandemic may be stressful for people. Fear and anxiety about a new disease and what could happen can be overwhelming and cause strong emotions in adults and children. Public health actions, such as social distancing, can make people feel isolated and lonely and can increase stress and anxiety. However, these actions are necessary to reduce the spread of COVID-19. Coping with stress in a healthy way will make you, the people you care

19. Coping with stress in a healthy way will make you, the people you care about, and your community stronger.

Stress during an infectious disease outbreak can sometimes cause the following:

- Fear and worry about your own health and the health of your loved ones, your financial situation or job, or loss of support services you rely on.
- Changes in sleep or eating patterns.
- Difficulty sleeping or concentrating.
- Worsening of chronic health problems.
- Worsening of mental health conditions.
- Increased use of tobacco, and/or alcohol and other substances.

Take care of your mental health

You may experience <u>increased stress</u> during this pandemic. Fear and anxiety can be overwhelming and cause strong emotions.

Everyone reacts differently to stressful situations

How you respond to the COVID-19 pandemic can depend on your background, your social support from family or friends, your financial situation, your health and emotional background, the community you live in, and many other factors. The changes that can happen because of the COVID-19 pandemic and the ways we try to contain the spread of the virus can affect anyone.

People who may respond more strongly to the stress of a crisis include:

- People who are <u>at higher risk for severe illness</u> from COVID-19 (for example, older people and people with underlying health conditions).
- Children and teens.
- People caring for family members or loved ones.
- Frontline workers such as health care providers and first responders, retail clerks, and others.
- Essential workers who work in the food industry.
- People who have existing mental health conditions.
- People who use substances or have a substance use disorder.
- People who have lost their jobs, had their work hours reduced, or had other major changes to their employment.
- People who have disabilities or developmental delay.
- People who are socially isolated from others, including people who live alone, and people in rural or frontier areas.
- People in some racial and ethnic minority groups.
- People who do not have access to information in their primary language.
- People experiencing homelessness.
- People who live in congregate (group) settings.

Take care of yourself and your community

Taking care of your friends and your family can be a stress reliever, but it should be balanced with care for yourself. <u>Helping others cope with their stress</u>, such as by providing social support, can also make your community stronger. During times of increased social distancing, people can still maintain social connections and care for their mental health. Virtual communication (like phones or video chats) can help you and your loved ones feel less lonely and isolated.

Healthy ways to cope with stress

- Know what to do if you are sick and are concerned about COVID-19. Contact a health professional before you start any self-treatment for COVID-19.
- **Know where and how to get treatment** and other support services and resources, including counseling or therapy (in person or through telehealth services).
- Take care of your emotional health. <u>Taking care of your emotional</u> <u>health</u> will help you think clearly and react to the urgent needs to protect yourself and your family.
- Take breaks from watching, reading, or listening to news stories, including those on social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body.
 - o Take deep breaths, stretch, or meditate.
 - o Try to eat healthy, well-balanced meals.
 - Exercise regularly.
 - o Get plenty of sleep.
 - Avoid excessive alcohol use and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.
- Connect with your community- or faith-based organizations. While social distancing measures are in place, consider connecting online, through social media, or by phone or mail.

Know the facts to help reduce stress

Knowing the facts about COVID-19 and <u>stopping the spread of rumors</u> can help reduce stress and <u>stigma</u>. Understanding the risk to yourself and people you care about can help you connect with others and make an outbreak less stressful.

Take care of your mental health

<u>Mental health</u> is an important part of overall health and wellbeing. It affects how we think, feel, and act. It may also affect how we handle stress, relate to others, and make choices during an emergency.

People with pre-existing mental health conditions or substance use disorders may be particularly vulnerable in an emergency. Mental health conditions (such as depression, anxiety, bipolar disorder, or schizophrenia) affect a person's thinking, feeling, mood or behavior in a way that influences their ability to relate to others and function each day. These conditions may be situational (short-term) or long lasting (chronic). People with preexisting mental health conditions should continue

with their treatment and be aware of new or worsening symptoms. If you think you have new or worse symptoms, call your healthcare provider.

Call your healthcare provider if stress gets in the way of your daily activities for several days in a row. Free and confidential <u>resources</u> can also help you or a loved one connect with a skilled, trained counselor in your area.

Suicide

Different life experiences affect a person's risk for suicide. For example, suicide risk is higher among people who have experienced violence, including child abuse, bullying, or sexual violence. Feelings of isolation, depression, anxiety, and other emotional or financial stresses are known to raise the risk for suicide. People may be more likely to experience these feelings during a crisis like a pandemic. However, there are ways to protect against suicidal thoughts and behaviors. For example, support from family and community, or feeling connected, and having access to in-person or virtual counseling or therapy can help with suicidal thoughts and behavior, particularly during a crisis like the COVID-19 pandemic.

Take care of yourself and your community

Taking care of your friends and your family can be a stress reliever, but it should be balanced with care for yourself. Helping others cope with their stress, such as by providing social support, can also make your community stronger. During times of increased social distancing, people can still maintain social connections and care for their mental health. Virtual communication (like phones or video chats) can help you and your loved ones feel less lonely and isolated.

Know the facts to help reduce stress

Knowing the facts about COVID-19 and <u>stopping the spread of rumors</u> can help reduce stress and <u>stigma</u>. Understanding the risk to yourself and people you care about can help you connect with others and make an outbreak less stressful.

Know the facts about coronavirus disease 2019

Diseases can make anyone sick regardless of their race or ethnicity. Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious <u>underlying medical</u> <u>conditions</u> may be at higher risk for more serious complications from COVID-19. Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

• Develop symptoms

AND

 Have been in close contact with a person known to have COVID-19 or live in or have recently traveled from an area with ongoing spread of COVID-19.
 Call ahead before you go to a doctor's office or emergency room. Tell them about your recent travel and your symptoms.

Resources for Parents, Families and Caregivers

Get immediate help in a crisis

- Call 911
- <u>Disaster Distress Helpline</u>: 1-800-985-5990 (press 2 for Spanish), or text Talk With Us for English or Hablanos for Spanish to 66746. Spanish speakers from Puerto Rico can text Hablanos to 1-787-339-2663.
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255) for English, 1-888-628-9454 for Spanish, or Lifeline Crisis Chat.
- <u>National Domestic Violence Hotline</u>: 1-800-799-7233 or text LOVEIS to 22522
- <u>National Child Abuse Hotline</u>: 1-800-4AChild (1-800-422-4453) or text 1-800-422-4453
- <u>National Sexual Assault Hotline</u>: 1-800-656-HOPE (4673) or <u>Online Chat</u>
- <u>The Eldercare Locator</u>: 1-800-677-1116 <u>TTY Instructions</u>
- Veteran's Crisis Line: 1-800-273-TALK (8255) or Crisis Chat or text: 838825

Leland School District COVID19 Communication Plan

Overview

The Leland School District is committed to open, honest, and ongoing communication with our stakeholders. We understand that maintaining a two-way conversation with stakeholders is essential for building relationships. These relationships are the foundation for a strong school system.

This communications plan was designed to establish a comprehensive and integrated communications process for effective communication with all stakeholders. It aligns with the district's goals and mission. The plan is a working document and will be reviewed on an annual basis.

It will be used as a basis for the district's accountability, as well as for providing a framework for future source and budgetary consideration. The LSD Communications Plan is intended to do the following:

- Implement a communications program that directly helps the district achieve its strategic goals.
- Foster strong relationships with district stakeholders.
- Provide focus and direction for messages/methods in support of the district's goals.
- Enable the district to present itself accurately to audiences.

Communication Goals

- Develop and maintain positive, collaborative relationships with all stakeholders to strengthen support for the Leland School District.
- Utilize a variety of media to maximize awareness and support of the district's goals, objectives, and programs.
- Establish an effective employee communication plan to improve internal communication and employee engagement.
- Achieve coordinated communications, both internally and externally, regarding safety issues and crisis management.
- Maintain a proactive media relations program to enhance the district's image on local, state, and national levels.

The following resources will be used to evaluate and measure the effectiveness of this communications plan:

- Staff survey
- Community survey
- Website hits and traffic reports (See district and school web pages)
- Media coverage
- Community feedback

The district can more effectively provide consistent and unified messages by identifying and managing all communication avenues. A multifaceted approach to overall communications helps ensure greater impact of messages.

The following list details the internal and external communication channels Leland School District utilizes:

Communication Channels Electronically:

- District Web page
- Leland School District Email
- School Web pages
- School Newsletters
- School Status
- Video media
- School Messenger AIMs
- Social Media: School App, Facebook

Communication Channels Paper:

- Leland Progress
- Delta Democrat Times
- School Newsletter
- Targeted Mailing List

Communication Goal #1

Is established to develop and maintain positive, collaborative relationships with all stakeholders to strengthen support for the Leland School District.

Strategy 1A: Engage community in two-way communication.

Action items:

• Facilitate connections among community stakeholder groups and district administrators: religious leaders, business groups, and area legislators.

 Proceed with community forums and engagement through Town Hall meetings.

Strategy 1B: Continue with electronic communication tools to provide information for all stakeholders.

Action items:

- Work with Leland School District's Technology Department to increase parent usage of School Status
- Promote Board of Education meetings through the Website.
- Implement and maintain social media tools.
- School messenger
- Remind

Communications Goal #2

Is established to utilize a variety of media to maximize awareness and support of the District's goals, objectives, and programs.

Strategy 2A: Use electronic, print, and mass media tools to promote awareness and interest in the district. Web

- Implement and maintain social media tools.
- Manage one centralized public district calendar on the external site.
- Develop a process to collect/communicate the results of survey data.
- Train key personnel for effective use of the district website using content management strategies. Video
- Broadcast video/media through social networking on Facebook, and website.
- Produce video/media of Leland School District special events to support internal communications.
- Create video/media (informational and educational in format) for release on the website.
- Utilize instructional video/media to build awareness at the school and district levels.
- Print Publish details about Leland School District to increase parent knowledge of involvement opportunities within the Leland School District.
- Publish Leland School District's News to reach patrons with messages targeting key goals and district finances. Media
- Maintain updated news releases on the Leland School website to continuously update the constituents about district initiatives and programs.

• Distribute fact sheets of district goals and objectives to the media and update the scorecard report during the school year.

Strategy 2B: Develop a process for tracking, monitoring, and responding to concerns.

Communications Goal #3

Establish an effective employee communication plan to improve internal communication and employee engagement.

Strategy 3A: Provide resources for staff members and parent leaders and encourage their use in order to build connections and partnerships in the community.

Action items:

• Build and maintain the Web pages on the Leland School District website that will facilitate information and discussion forums among staff members.

Strategy 3B: Increase opportunities for recognition among leaders in the Leland School District Community.

- Recognize student, staff, and parent achievement during Board of Education meetings.
- Recognize student, staff, and parent achievement during Chamber of Commerce meetings.

Communications Goal #4

Maintain a positive media relations program to enhance the District's image on local, state, and national levels.

Strategy 4A: Build relationships with media through one-on-one story development.

Action items:

- Post board minute summaries to the website after each board meeting.
- Share information through press releases, briefings, and photo opportunities.
- Invite press to campus activities to cover events.
- Encourage staff to submit articles and photos to paper

Leland School District Health and Safety Protocol

COVID-19 Preparedness, Education, and Response Plan

Overview

In conjunction with applicable Leland School District leadership and local/state health officials, the Leland School District is closely monitoring reports from the Centers for Disease Control and Prevention (CDC) regarding Coronavirus Disease 2019 (COVID-19). The health and safety guidelines below are designed to be fluid in nature and may be adjusted based on recommendations or mandates from the Districts Management Team and /or the CDC. The Leland School District will continue to follow the guidance from CDC as well as state and local health officials for the welfare and safety of all our students and staff..

COVID-19 spreads the virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with the virus and then touch your eyes, nose, or mouth, although this is not the primary way the virus spreads.

Guidance for cleaning and disinfecting

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff.

- Cleaning removes dirt and most germs and is usually done with soap and water.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.
- "Wipes" of a disinfecting nature will be used on common items in a classroom like a stapler, textbook, hole puncher, etc.,

Routine cleaning and disinfecting for all buildings

Clean and disinfect before and after each block (or more, depending on use patterns) frequently touched surfaces and objects such as:

- Face Shields
- Door knobs and handles
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on all equipment
- Push-buttons on vending machines
- remote controls
- telephones
- desktops
- computer keyboards and mouse
- restrooms

Note: There should be no shared technology such as Chromebooks, iPad, remote controls etc. Students will not be permitted to share these items and must wear a mask while using technology.

When a student or staff member becomes ill

When a student or staff member develops any symptoms of illness consistent with COVID-19 in a school or child care setting:

Person will be Isolated in a separate room while they wait to be picked up or until they are able to leave the facility on their own. Ensure that they have hygiene supplies available, including a cloth face covering / face shield, facial tissues, and alcohol-based hand rub.

- Remind staff who are monitoring the student or staff member with symptoms to wear a cloth face mask and practice social distancing. Close off the space used for isolation after the ill person leaves. **Wait 24** hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible. Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Open the space for use after proper cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as high-touch surfaces, and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.

Proper Cleaning after a student or staff has been ill in the facility

- Staff will not touch their face while cleaning and only after they can wash hands after cleaning.
- Cleaning staff should wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered. Laundering should be done as soon as possible and done safely at home.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids blood, vomit, feces, and urine
- All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication Standard 29 CFR 1910.1200 (www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200).

Protocol for Bus Transportation

Transportation should adopt the following protocols for the safety and health of our students and staff. These protocols are considered to be fluid and could change depending on CDC, state, and local guidelines

- Students will be required to wear face covering before boarding the bus
- All students will be screened, which includes temperature checks and completion of Individual COVID-19 assessment checkoff list.
- Bus personnel will document and record information for each student.
- Students that do not pass the temperature check or assessment will be instructed to return home, along with any sibling or other student from the same household and parents will be immediately contacted.
- Bus personnel will also be required to be screened each day.
- Personnel that do not pass the temperature check assessment will not be allowed to operate the route and would fall under the quarantine guidelines for Covid-19.
- Each student must have an individual "Care Backpack", with their own personal
 - Sanitizing products.
- Buses will only seat ten students to practice proper social distancing guidelines.
- Buses will be sanitized before and after each route.
- Buses will operate with a driver and bus monitor to conduct proper screening and to ensure social distancing.
- Multiple routes will be required to maintain CDC guidelines
- Upon arrival, students will exit bus maintaining a six feet distance
- Students will be greeted by early duty staff and given further direction.

Athletic Events

Staff will sit in stands/bleachers to enforce all persons are six feet apart. Anyone not wearing a mask WILL NOT be sold a ticket and/or will be asked to leave. Students who break social distance guidelines will be asked to leave by school staff

after the second offense. A certain "safe" amount of tickets will be sold, and once that quota is reached no more spectators will be allowed to enter.

School Lunch

Food Distribution

- Food will be served to all student in classrooms
- Students will eat inside classrooms and MUST self-sanitize their desks after.
- Students must eat six feet apart at all times and may not share food or drink.
- Teachers are permitted to eat at the food distribution time or to eat during their planning. They must self-sanitize as well.
- Eating times will be timed for twenty five minutes and students will be instructed to put on a mask again after the twenty minutes. The twenty minutes will start AFTER the last student in the classroom receives their meal.
- Students will not be permitted to leave the classroom during this time.

Classroom Instruction

All students and staff MUST wear a facemask and sit in desks six feet apart. Students will proceed to their homerooms in the morning instead of the gym and remain in that classroom until 1st period.

All classroom activities must consist of activities done six feet apart. Activities like stations must be done without the student touching any materials. Students cannot leave the classroom during this time. Group Work must be digital and is not permitted unless students are six feet apart and not touching the same materials. All classes will have built-in sanitation time if students are to rotate to their other classes. This built-in time is enforced strictly and will also be modeled by every teacher. If a student refuses to wear a mask, takes off a mask, moves within six feet of a peer or staff, or refuses to maintain six feet apart, the teacher will administer the demerit system while also doing the following:

- 1. First offense-- warning and student conference with student self-cleaning desk.
- 2. Second Offense- ISS and student self-cleaning desk

- 3. Third Offense-- ISS and Principal Conference
- 4. Fourth Offense-- Overnight and ISS
- 5. Fifth Offense-- One day suspension and Principal Conference

Any offenses after the fifth offense should be looked at seriously by the principal for further action and should be an immediate referral for that student

Water Fountains will be assigned on a rotating basis

- Students may not use the water fountain unsupervised during passing periods.
- A staff member will stand by each water fountain and wipe it down after each student uses it during passing periods. This staff member MUST wear a mask, and this duty will be on a rotating basis.

School Visitors

Due to COVID-19, all volunteers must sign a waiver and only volunteer in either UNOCCUPIED areas by staff and students or in areas where there are ten people (including the volunteer) OR LESS.

- All visitors to the school must submit their intent to visit TWO DAYS
 before their visit to the school they intend to visit (unless an emergency
 occurs) to ensure the school does not have more than the CDC
 recommended amount of people. Visitors will be notified as soon as they
 approved to visit a classroom/teacher/principal.
- All visitors must have their temperature taken and sign a waiver stating they have no COVID-19 symptoms.
- All visitors MUST notify the district immediately if they develop COVID-19 symptoms or live in a household with someone who develops COVID-19 symptoms in the two week period following their visit. Failure to do so could result in being banned from further visits.

Dismissal

During dismissal of STAFF and STUDENTS, it is essential that all wear a mask until they are in their cars/a safe distance from the school and isolated.

- Dismissal will occur room by room to ensure the hallways are not overcrowded.
- Each teacher will have a time to leave the classroom along with their students and this will occur on a staggered basis. (An example of this is the LHS lunch procedure.)
- Teachers outside with their class will remain outside until the last teacher dismisses their classroom or will proceed directly to their duty post.
- ALL Students who ride the bus will be dismissed by bus at a set time. A list of these students will be provided to ALL teachers and will be updated as the year progresses.
- Students SHOULD NOT linger at the school and must leave AS SOON as dismissal occurs.
- After school tutorial or practice must be supervised by the responsible teacher for the programming and must follow ALL CDC guidelines. Masks and the amount of people must be along CDC guidelines. After school tutorial is encouraged to be 1:1 via Zoom or in a Zoom group chat.

District Guidelines for Reopening School Transportation Following Coronavirus (COVID-19) Closures

Leland School District

As the Leland School District plans to reopen schools and welcome students back to the classroom, the Leland School District will follow these general guidelines to help ensure continued sanitation on school transportation/buses.

Additional Cleanings/Decontamination of School Buses

Use a CDC-approved disinfectant when wiping down surfaces. Each school bus should be wiped down after each run, including the morning run, afternoon run and any special runs. Items to be wiped down include the entry handrail, the fronts and backs of seats and any hardware or accessories, windows, window handles and walls. In addition, wipe the exterior surfaces and hardware of the entry door as well as driver controls of the bus such as the steering wheel, mirrors, etc.

Hand Sanitizer Stations for School Bus Drivers, Monitor and Students

Install and maintain hand sanitizer stations in the bus entry. All bus occupants (students, monitor and driver) should be encouraged to utilize the hand sanitizer station upon entry to the school bus and again upon exiting the vehicle. For drivers, provide hand sanitation stations where they enter the building or bus barn. Train all drivers on proper hand sanitizer stations for themselves and their students.

Signage, Protocols and Student Education

Prominently post signage indicating the proper method to protect others when coughing or sneezing on the school bus. In addition, all students should be properly educated in these procedures utilizing CDC guidelines. Designated seats will be identified for sitting. Daily seating rosters will be completed by the bus monitor with temperature reading of each passenger including the bus driver and monitor.

Tissues

Each school bus should have tissues available for students who cough or sneeze. In addition, a trash disposal station should be readily available. Students should be educated in proper disposal of used tissues. Dispose of tissues after each run as part of disinfecting the bus.

Driver Training

All drivers should receive training on proper disinfecting procedures for the school bus. These procedures should follow CDC recommendations. This training should be properly documented similar to other district-provided training. The training should include the following at a minimum.

- Proper cleaning and disinfecting techniques.
- Proper use and disposal of Personal Protective Equipment PPE.
- Safe product usage guidelines (chemical safety).
- Proper methods to empty and dispose of trash.

Sick Student Procedures

Procedures should be developed by the school district and shared with all drivers on how to handle a student who appears ill. This procedure should address the following:

- Identifying a potentially ill student.
- Developing a potential isolation zone for the school bus when it arrives on campus.
- Isolation procedures for all students on the school bus. Such procedures should correspond to procedures developed for classrooms.

Driver Isolation

All drivers, office staff and mechanics should be encouraged to keep a safe distance six feet if possible from each other in the break room. The driver should also consider establishing a buffer zone around him on the bus (i.e. no one sits in the front two rows if possible).

Federal, State and Local Guidelines

In addition to the above items, it is especially important that you follow any guidelines and recommendations outlined by local and state or federal officials.

We are continuing to monitor the evolving situation and recommend you follow guidelines issued by healthcare and government officials, like the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA). The recommendations above are our interpretation of the latest guidelines.

Leland School District

Instructional Plan

Virtual School's Mission, Vision & Goal

MISSION

The mission of the Leland School District Virtual School (LSD) is to:

- Engage learners in authentic, relevant learning experiences
- Expand access to various modes of digital and mobile learning
- Empower choices to support success in a global society

VISION

Empower students with the necessary intellectual, social, and civic development to succeed in higher education, obtain rewarding careers and to contribute meaningfully to the world in which they will live.

The LSD will utilize emerging technologies and expert personnel to partner with all schools, families, and the community to engage learners, expand access, and empower choices in preparation for specialized learning, the world of work, and success in a global society.

A comprehensive program that will merge mentoring and e-learning in ways to maximize benefits for students. This program evaluation model will engage stakeholders in a cycle of continuous improvement. The Leland School District will partner with our external partners to provide our teachers with specialized training to adequately support the needs of all learners.

Students engage in authentic, problem or project-based learning experiences that develop content knowledge through student choice, collaboration, creativity, critical-thinking, and accountability. Experiences expand learning potential through increased access to standards-based courses, student-support experts, and digital learning resources that reach beyond existing structures in comprehensive high schools. Students are empowered to take responsibility for their futures through opportunities to develop leadership and entrepreneurial skills for success in a global society.

Community members and families understand the importance of establishing mentor relationships in support of future workforce development. Businesses are engaged in ongoing dialogue to promote an exchange of information regarding workplace standards and program needs to support student development and academic achievement.

GOALS

- 1. A comprehensive data collection system will effectively monitor individual student and program progress.
- 2. Student access and success will equitably represent the high school population.
- 3. Staff training will be research-based and support student-centered learning environments.
- 4. Curricula, instruction, and assessment will be reviewed for content, practice, and alignment.
- 5. Community members will partner with us to produce college and career ready graduates.
- 6. Technical infrastructure will facilitate timely and intuitive access to digital media and learning.

Both *Online* and *Blended Learning* delivery styles share many of the same characteristics; however, there are several differences that are noted in the graphic organizer below.

Onlin	ne Learning Blended Lea	arning
Student learns virtually through deliver Learning occurs anytime, anywhere, 24/7	gh online Students have some element of control over time, place,	ded model of F2F online learning Students learn under adult supervision part of the time
On Demand and primarily self-paced content	Fundamental shift in instructional and delivery model of teaching Engaging students with digital tools and technology	Students learn in part through online delivery Brick & Mortar and
LMS serves as the learning environment	Credit Recovery and AP Classes	LMS serve as learning environment
Teacher communicates digitally using aud and video recordir and real-time digit connections	ng	Teacher communicates F2F and digitally



Traditiona/Hybrid/Virtual Instructional Design 2021

The Instructional Program is modified for Fall 2021 due to COVID-19 social distancing precautions.

The Leland School District will return to a traditional model of instruction beginning the 2021-22 school year following the district's Covid guidelines, CDC, MSDH and Washington County of Health Guidelines.

The H/V (Hybrid/Virtual Session) Program is designed for ALL LEARNERS. H/V Program offers honors level courses and electives with teacher support and 24/7 access to digital course resources.

Students and parents/guardians must know and agree to the general principles of

the virtual school program before pre-registering.
LOCATION (Modification due to COVID-19 Precautions) ☐ Students will participate daily from home and must have access to a computer and high-speed internet connection.
TIME and COMMITMENT ☐ V irtual courses are rigorous and academ ically challenging! C om m itm ent: Plan for 20-25 quality hours each week.
\square A substantial comm itm ent is required by the student V irtual learning is NOT the best option for all learners.
\square Students should expect that no course extensions will be granted.
ATTENDANCE (Modification due to COVID-19 Precautions) A ttendance w ill be recorded daily.
☐ A fter the orientation is viewed, the course log in/password, unique to your student, will be provided.
PARTICIPATION (Modification due to COVID-19 Precautions) ☐ Participation refers to
☐ Responding promptly to communications from the instructor or the Virtual School Office

S	Positive engagem ent and participation in video conferencing sessions scheduled by the teacher with you Submitting work weekly as explained in the course syllabus expectations.
	DES and the TRANSCRIPT (Modification due to COVID-19 autions)
□ W	eek ly progress reports will be sent to students, parents, and counselors
□ M	via email. I idterm and final exams (at a minimum) must be scheduled in advance with the instructor who will open and close exams at specified times.
A	Academic integrity expectations are shared in the orientation and the course syllabus.
\Box S1	IMUNICATION (email is the primary means of communication) tudents must use their Leland email account and parents are required to provide Leland with a current working email.
	Parents will be contacted via other electronic means: school status, remind, and AIMS
REG	<u>ISTRATION</u>
	Registration Time Period: Opening - July 8, 2021.
	R eg istration w ill be available on line atActive Parent
	A Ithough on line registration is the preferred method, in person egistration is also available

Leland School District

Re-Entry Instructional Plan

Overview

The Mississippi College and Career Readiness Standards (MCCRS) are essential in ensuring that students have a strong command of the skills and understandings associated with the critical areas. These skills and understandings are critical to building the foundational knowledge needed for the success of students. While all the MCCRS are important to educating the whole student, the current health crisis and the manner in which instruction must continue, necessitates the need for Leland School District to examine which standards have been taught and where the learning gaps exist due to the extended school closures. In addition to the Mississippi College and Career Readiness Standards, Leland School District will ensure that our curriculum pacing is aligned to ensure that the standards are taught with a focus on improving student achievement.

In order to deliver a quality educational experience during these challenging times, the Leland School District has elected to implement the **Traditional Model of Instruction with all students and staff being under a mask mandate until further notice and/or board action.** Hybrid Schedule for **ALL** schools during the 2021 -2022 School Year as an emergency option will be possibly used. If an outbreak is prolonged, a possible Hybrid Schedule and virtual model or combining both online and face-to-face instructions for students may be deployed. It is also inclusive of an A/B schedule in order to meet the social distancing requirements.

Traditional Model -100% of face to face instruction wearing mask in the Leland School District beginning the 2021 -22 school year.

A/B Week

35 percent of the student population will report to school for four full days each week by grade level, while the remaining school population participates in distance learning at home. The student population will alternate between each week. All grade bands will be included.

Students will be provided daily instructions through our learning management system Canvas. Additional virtual learning modes will also be used to engage

our students: Zoom/Google Meet or Google Classroom. To further engage our students, teachers will utilize supplemental resources to support and/or advance the learning environment such as: instructional videos, text and talk, break out discussions (small group), online assignments, and reading supplements.

Teachers would have office hours each day so that students could schedule a time to meet with their teacher if needed.

Instructional Collaboration

To promote the education of the fine arts and physical activities, All, Special Education, English for Speakers of Other Languages, and other support staff will collaborate with classroom teachers to schedule and provide required services to students. Rotated pull-out classes may also be incorporated to reduce the student-teacher ratios to 10 or fewer. Fine Arts, Physical Education, Health Education, Interventions, teacher assistance and lab teachers will serve as instructional aides to promote the live streaming of classes from a certified teacher.

In the middle school, bands, Cyber Foundation, Health and Physical Education will be included in the virtual learning, to teach their respective content.

* One day is used for teacher planning and professional learning. Students will not report to school, distance learning will continue.

Virtual Learning

The Leland School District permits a student receive all virtual learning and understands that students may have adverse situations or unique circumstances at home that impact ability to complete work on the time frame typically done at school i.e. a 50 minute schedule.

- Students whose parents/guardians opt for fully virtual learning due to an acceptable medical conditions designated by a physicians are to receive an equitable and equivalent education in compliance with the state accreditation of 330 per day of instruction..
- ALL teachers must admit their building principal into their platform for online learning.
- Teachers must post for students THE FULL week's work each week for these students to allow for enrichment/extra time on the work. (Unless the teacher can make a compelling and reasonable case for why an element should not be posted prior to class time--for example, a timed assessment or a timed essay.)

- Students who wish to Zoom in must be accommodated via a Chromebook on a desk. However, students who miss their Zoom class time will lose their inclusion for the week and will have their parents/guardians notified unless a COMPELLING reason is given such as evidence of an emergency, a doctor's note etc.
- Students will be graded on the same standard as in-person students, but due to the constraints of at-home work will be graded (unless a specific assignment like a test is given) on a WEEKLY basis much like summer school is done is LSD.
- Online students will be required to make contact by noon each day with their teacher via a procedure like a bell ringer. The building principal MUST be notified about each teacher's procedure.

Daily Attendance

The Leland School District strongly supports and encourages daily attendance for all schools because students are more likely to succeed in academics when they attend school consistently. Therefore, students are:

- Traditional Attendance policy will be applicable for the 2021-22 school year.
- Required to attend their classes as assigned to their Hybrid schedule check, if an outbreak occurs.
- Will login to their learning management systems. Please note the date and time stamp will be automatically generated to the teacher.
- If a student is unable to complete school work due to unforeseen circumstances, parents are to notify the teacher.

Work Completion

The Leland School District will continue to follow the grading policy as outlined in the district handbook. For accurate reporting and assigning of grades, students are required and expected to complete all work posted and assigned by their prospective teachers. Students:

- Are required to participate in virtual teacher facilitated classes
- Are required and expected to submit work as assigned by the deadline posted
- Will receive updated communication regarding their academic standing

- Will be allowed to complete missed assignments using the guidelines outlined in the student handbook
- Will be assessed both on the material taught

Teacher Support

The Leland School District strongly believes in supporting the whole child. The district understands that it is important to establish learning opportunities for ALL students. Therefore, the Leland School District will continue to provide academic and emotional support for our students.

- Students will have access to their teachers for questions and answers
- Students can contact their teachers during their assigned Teacher's Office Hours
- Students will have access to all academic and non-academic support staff to ensure that the Leland School District is meeting the needs of our students. (Exceptional Education, Inclusion Learning, Interventionist and Librarian).

Exceptional Education

The Leland School District Exceptional Education Department will continue to provide educational support as outlined in the district's handbook.

School Counselors

The Leland School District's Guidance Counselors will continue to provide academic and social and emotional support to our students. The Leland School District's Guidance Counselors will:

- Be accessible to students and families via email and face to face with scheduled appointments
- Will advise students with guidance for applying to colleges, universities and/or trade schools
- Will advise students on academic standing and progress toward graduation and promotion

LELAND SCHOOL DISTRICT

Technology Plan

Student Take Home Device Policy

Overview

Leland School District is supplying students with a technology device. This device is property of the Leland School District. The supplied device will provide each student access to required educational materials needed for each student to be successful. The supplied device is an educational tool not intended for gaming, social networking, or other non-school related uses.

- The assigned device belongs to Leland School District.
- The assigned device is to be used for educational purposes.
- It is the responsibility of the student to protect the assigned device from damage, loss, and theft.
- Changes to the hardware are not permitted.
- The assigned device will be returned in the same condition it was issued (except for normal wear and tear). A return date will be determined at a later time.
- Please note, If the device is not returned by that date a _____ fee will be assigned to you.
- The student is responsible for alerting their teacher (or school-level support) if the assigned device stops working, requires service, or the device gets lost/stolen.
- The student agrees to abide by school board policy which outlines acceptable and responsible use of computer equipment when using this device.
- The student will return the device and the charger when the normal school schedule resumes.

- The student is responsible for the cost of repairs if they are determined to be caused by intentional damage or neglect.
- If the device is not returned in good working condition, you will be assessed a ____ fee.

General Device Precautions

- No food or drink is allowed next to your device when it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Never transport your device with the power cord and/or headphones or earbuds plugged in.
- Never store your device in your backpack while plugged in.
- Students should never carry their device while the screen is open.
- Make sure there is proper airflow for the device and do not cover any vents on the device to prevent overheating.
- All devices should never be left in a car or any unsupervised, unsecured, and/or public area.
- To protect the screen from damage, make sure that the device is kept clean and not to store anything on top of the device, or touch the screen that could mark or scratch the surface.

Leland School District Parent/Guardian Chromebook Responsibility Form

Student Name:		
Student School:		
MSIS #:	Date:	

The Chromebook Check Out Program is a partnership between Leland School District (LSD) and families ("Family", "Parent(s)", "Guardians(s)", "Children" or "Student").

I understand that LSD will allow each student the opportunity to check out a Chromebook to use during extended school closure with the understanding that the family will assume responsibility for the device that is entrusted to them. Damage to the device, while it is in your care, will result in fines as listed in the table below:

Loss, Damage or Neglect	Estimated Repair/Replacement
Broken Screen	\$50.00
Broken Keyboard	\$50.00
Power Adapter/Cord	\$25.00
Replacement due to irreparable damage	Not to exceed \$200.00

The Chromebooks will be restricted to student accounts. Accounts other than the student accounts will not be able to log into the device. Chromebooks will have filtered Internet access regardless of the connected network.

Leland School District strives to provide opportunities for all students to experience success in a safe and healthy learning environment. With this in mind, to the extent reasonably possible, teachers will provide online instruction during the extended school closing. Students are expected to participate in these instructional activities and complete any lessons assigned to them.

If a Chromebook is issued, the student and parent/guardian must sign below to indicate that they assume responsibility for the device and any damages that occur

to the device while in their care. The Chromebook must be returned to LSD immediately upon request by LSD.

Leland School District provides computers for students to use as part of their educational experience. When students are using these devices, we ask that they treat them with care, and they are not to abuse or damage them. The primary device used is a Chromebook, which provides all necessary access and applications to perform the educational tasks assigned to them. While in the student's possession they are responsible for any damages, on any device, that occurs due to mishandling or abuse. In the event of damage, and if the determination is that it was the student's fault, the following repair/replacement fines may be imposed as a minimum and may exceed this if the actual repair cost is higher.

Parent(s)/Guardian(s) Signature	Chromebook Asset Number
Student Signature	Chromebook Serial Number
Chromebook Brand	Chromebook Model

Parent Student Handbook under the Technology Acceptable Use Policy.

Leland School District Food Service Contingency Re-Entry Plan

This document presents several strategies and considerations intended to provide guidance for preparing and providing meals to Leland School District students upon a successful re-entry into School Year 2021-2022. The Mississippi Department of Education and a workgroup of nine superintendents has presented three options for re-opening schools for the 2021-2022 SY: Traditional Schedule, Hybrid Schedule, and Virtual Schedule.

TRADITIONAL SCHEDULE

Traditional schedule requires students to be physically on site. Under these circumstances food service would:

- Acquire daily attendance schedule/roster to determine number of meals to prepare.
- Prepare nutritious meals using USDA Meal Pattern guidelines.
- Provide non congregate feeding. Students will be dismissed from the classroom to visit the cafeteria. Meals will be served in carryout containers for lunch and brown paper bags for breakfast (Grab N Go). Disposable eating utensils will be provided.
- Meals can also be delivered to the classroom or designated area in the school building.
- If congregate meals are served, shields would be installed on serving lines, eating tables and cashier stations to protect cafeteria workers and students from potential exposure.
- Serving area (serving line, shields, etc.) will be disinfected between each group of students entering and leaving the cafeterias.
- Supervision of students by faculty/staff will be necessary.
- CDC Guidelines will be followed for cleaning and disinfecting facilities.

HYBRID SCHEDULE

Hybrid Schedule combines online and face-to-face instructions for students.

- Acquire daily attendance schedule/roster to determine number of meals to prepare.
- Meals will follow USDA Meal Pattern Guidelines.
- Provide non congregate feeding. Students will be dismissed from the classroom to visit the cafeteria. Meals will be served in carryout containers for lunch and brown paper bags for breakfast (Grab N Go). Disposable eating utensils will be provided.
- Meals can also be delivered to the classroom or designated area in the school building.
- If congregate meals are served, shields would be installed on serving lines, eating tables and cashier stations to protect cafeteria workers and students from potential exposure.
- Serving area (serving line, shields, etc.) will be disinfected between each group of students entering and leaving the cafeterias.
- Supervision of students by faculty/staff will be necessary
- Catered/bussed meals will be provided for students not attending school on alternate days. Meals will be bussed to the students home or a designated site for pickup by parents/guardian or students.
- CDC Guidelines will be followed for cleaning and disinfecting facilities.

VIRTUAL SCHEDULE

Virtual Schedule involves instruction provided through distance learning. No students are on campus.

- Acquire daily attendance schedule/roster to determine number of meals to prepare.
- Prepare nutritious meals following USDA Meal Pattern Guidelines.
- Bus/cater meals to students. Bus routes and/or a designated location. Meals can be picked up from the bus/designated place by parent/guardian or students.
- CDC Guidelines will be followed for cleaning and disinfecting facilities.

SAFETY/SANITATION PROCEDURES

Upon arrival at work, the following procedures must be followed:

- Cafeteria managers will take their temperature and the temperature of each worker as they arrive at work. If running a temperature, the employee will be sent home.
- Follow daily hygiene procedures (hand washing, hairnets, aprons, gloves) prior to going to workstations.
- Sanitize work stations prior to preparing food, several times in-between, and at the end of the day.
- Practice safe distancing at all times as much as possible.

CDC FOLLOW-UP TRAINING

- Hand Hygiene and Respiratory Etiquette
- Face Coverings
- Safe distancing
- Sanitation (buildings, equipment, food prep surfaces, etc)
- Adequate supplies
- Posting signs
- Securing buildings

Staffing

Staffing will wear the following personal protective equipment according to the CDC guidelines.

- 1. Protective Masks
- 2. Gloves
- 3. Aprons
- 4. Hairnets
- 5. Slip resistant shoes

This institution is an equal opportunity provider.

Edna M. Scott Elementary Re-Entry Plan 21 – 22 SY

Traditional Model will be deployed in the 2021-22 school throughout the school year.

Virtual/hybrid only in an outbreak emergency occurs.

Edna M. Scott Elementary School has 21 Usable Classrooms, four Chromebook carts and two iPad carts.

Projected Enrollment per Grade Level/School Attendance Day

 $1^{st} - 52$

 $2^{nd} - 62$

 $3^{rd} - 71$

 $4^{th} - 49$

 $5^{th} - 55$

<u>Mondays and Wednesdays Face to Face – 55 minutes instructional time</u> All students with the same home addresses were grouped together to report on Mondays and Wednesdays. Totaling 141 students.

<u>Tuesday and Thursdays Face to Face – 55 minutes instructional time</u> Students in Grades 1-5 total 148

Fridays

Teachers Planning Time

PLC Meetings

Professional Development

7:15 a.m. -8:00 a.m. Preliminary Checks/Breakfast (Temperature, Attendance, etc.)

8:00 a.m. - 8:55 a.m. 1st Block

9:00 a.m. - 9:55 a.m. 2nd Block

10:15 a.m. – 10:40 a.m. (25 minutes)

11:00 a.m. – 11:55 a.m. 3rd Block

12:00 p.m. – 12:55 p.m. 4th Block

1:00 p.m. Dismissal

1:00 p.m. – 2:00 p.m. – the teaching staff will disinfect their classrooms

2:00 p.m. - 3:00 p.m. virtual instruction for students who do not return to school and specials

MTSS/Remediation pullouts will be done daily

All three schools have synchronized their schedules for attendance and bus transportation purposes.

Leland School Park Re-Entry Plan 21-22 SY

The goal of the reopening school plan is to collectively design a plan that promotes safety for all as we continue to provide a quality education to our students. We want all students and educators to feel comfortable and safe as we prepare to return to alternate school settings.

In order to accomplish this mission and return to the normalcy of educating our students; it is important that we work collectively to devise a plan to utilize our resources efficiently and effectively to ensure a safe return for all staff and students.

Strategies for Moving Forward

- Consider MDE's consideration for the reopening of schools
- Devise a Reopening Planning Team consisting of teachers, staff members, parents, and students.
- Consider the availability of technology and internet connectivity
- Consider the effective use of technology to provide online instructions
- Consider and incorporate all CDC guidelines (social distancing, face covering building and hand sanitizing and effective communication)
- Consider the effective use of data to foster a plan of learning for all
- Create a schoolwide system of processes that promote learning for all students
- Create a vision that is aligned to the school and district's vision.
- Communicate plan to all parties

Other things to consider

Equitable learning opportunity for ALL

- One to one technology for all
- Internet Connectivity

- Effective and efficient use of resources and instructional tools
- Professional Development training for new

Safety First

- How safe is our building?
- When will we sanitize the building?
- How will the building updates affect the re-entry process?
- When will we train the teachers?
- When will we train the students?

<u>Understanding the Mississippi Department of Education consideration for reopening options with staffing considerations is the driving tool for school entry</u>

Types of Reopening Schedules	Faculty and Staff Considerations
Traditional Schedule	<u>Considerations</u>
Requires students to be physically present in	Daily Screening protocols
school with scheduling modifications to follow	Transportation Adjustments
CDC and Mississippi State Department of Health	Routine disinfectant protocols
(MSDH) recommendations.	Consider keeping students static and moving
	teachers
	Create a plan for serving students and adjusting
	duties for staff who cannot return to the building
	due to health issues
	Limit student movement and restrict gatherings
H to the detail to	in buildings to achieve social distancing guidelines
Hybrid Schedule	<u>Considerations</u>
Combines online and face-to-face instructions for students. Schools must meet distance learning	A/B Days The student population is divided in half, with
requirements	each half reporting to school on alternating days
requirements	and participating in distance learning during days
	scheduled at home. Fridays could be used for
	tutorials/special populations/professional
	development.
	Elementary Face to Face & Secondary Distance
	Learning
	Elementary students attend four full days a week,
	spread out across buildings to reduce the
	student-teacher ratio to support social distancing.
	Secondary students will complete work through
	distance learning.
	Elementary Face-to-Face & Secondary A/B Days
	Combination of the two models above with the
	goal of reducing the number of students in the
	schools each day to achieve social distancing
	guidelines
Virtual Schedule	<u>Considerations</u>
Instruction provided through distance learning.	Sufficient internet bandwidth
	Mitigation of the digital divide among families
	Implementation of a Learning Management

System (LMS) and developed curriculum content
Training for teachers on instruction in a virtual
environment

Consideration for school Re-entry for the 21-22 SY

- Consider the following questions:
- How effective will the hybrid schedule, or virtual Schedule be implemented at school park?
- How will the hybrid schedule benefit student learning for all?
- Considering our experience with virtual learning from both the student and teacher prospective, how effective is virtual learning in middle school?
- How will we create a school wide system to promote learning for all?
- Which grade level need the most support?
- What will arrival and departure look like?
- How can we support our struggling students?
- How can we support our new teachers with online learning?
- How will we effectively employ our human capital?
- How will we engage in professional learning?
- What process will we employ to monitor and evaluate learning objectively?
- How will we ensure safety for all
- How will we address the emotional learning with our students?

Hybrid Schedule for the 21-22 SY

6th-8th grade students will receive hybrid instruction, which is inclusive of in person and virtual instruction. Teachers will conduct classes utilizing Canvas/Zoom: instructional videos, assignments, and resources will be online. Teachers will have office hours each day so that students can schedule a time to meet with their teacher if needed.

A/B Schedule

Monday – 6th Grade (69 Students)

Tuesday – 7th Grade (70 Students) 3 Self Contained

Wednesday – 8th Grade (54 Students)

Thursday – Targeted Group (Bottom 25, MSIS Populated Group, 2020 Diagnostic low performing minimum and basic students)

Friday – Teacher Collaboration, Planning, Professional Development, Focus Faculty Meeting, PLCs, New Teacher Induction, and etc. with blended sessions available.

A/B SCHEDULE - One day in person guidelines

All classes will be hosted by a certified teacher and will be supported by 6 additional support staff as facilitators of learning. For example: Monday at 8:30 a.m. Mr. Alas will host his 6th grade ELA class and the supported facilitators will be streaming Mr. Alas instructions via zoom, or Google Meet. This same process will continue for each grade level and each content area.

Course	Time Schedule	Total hrs.	Teachers
Entry	7:20 a.m. – 8:00 a.m.	40 min.	Preliminary Check -Ins (Temp, Breakfast & Attendance)
ELA	8:30 a.m. – 10:00 a.m.	1:30 hr.	
Break	10:00 a.m. – 10:10 a.m.	10 min.	
Math	10:12 a.m. – 11:42 a.m.	1:30 hr.	
Lunch	11:42 a.m. – 12:07 p.m.	25 min	
Science	12:10 p.m. – 1:40 p.m.	1:30 hr.	
Dismissal	1:40 p.m. – 2:00 p.m.	20 min	
Team	2:00 p.m. – 3:15 p.m.	1:15 hr.	
Collaboration			

Virtual Schedule

All virtual classes will be blocked. All teachers will conduct classes utilizing Canvas/Zoom/Google Meet. Canvas is our new learning management system and the additional resources will be used as supplements until teachers have completed professional development sessions with Canvas.

As it is the goal to engagement our students in the learning process, instructional videos, text and talk strategy, break out group discussions, in daily in class assignments will be employed online as well as in person. Teachers will have office hours each day so that students could schedule a time to meet with their teacher if needed.

Days	8:30am – 10:00am	10:15 am – 11:45 am	12:00pm-1:30pm	1:30 pm 2 pm	Thursday –
					Targeted
Monday	7th Grade Math	7th Grade Science	7th Grade ELA	7th Gr. Band	6th – 8th Grade
	8th Grade Math	8th Grade Science	8th Grade ELA	8th Gr. Tribal	ELA
	Algebra I			Meeting	Tribal Meetings
Tuesday	6th Grade Math	6th Grade Science	6th Grade ELA	8th Gr. Band	6th – 8th Grade
	8th Grade Soc Stud	8th Grade Cyber Fd.	6th - 8th Grade PE	6th Gr. Tribal	Math
				Meeting	Tribal Meetings
Wednesday	6th Grade Soc Stud	6th Grade Soc. Stud	7th Grade Soc. St	6th Gr. Band	8th Grade
	7th Grade Soc. Stud	7th Grade Cyber Fd.	6th -7th Grade PE	7th Gr. Tribal	Science
				Meeting	6th -8th Grade
					Self Cont. Tribal
					Meetings

Classroom Guidelines

Students and teachers must adhere to the following classroom guidelines:

- All students and staff MUST wear a facemask and sit in desks six feet apart. These desks, lab seats, or computer lab seats will be clearly identified.
- Students will proceed to their assigned classroom for breakfast and Free Uninterrupted Reading (FUR) time.
- All classroom activities must consist of activities done six feet apart with not touching or sharing of materials
- Group work must be digital and is not permitted unless students are six feet apart and not touching the same materials.
- All classes will have built-in sanitation time if students are to rotate to their other classes.
- This built-in time is enforced strictly and will also be modeled by every teacher.
- If a student refuses to wear a mask, takes off a mask, moves within six feet of a peer or staff, or refuses to maintain six feet apart, the teacher will administer the demerit system according to the handbook

Classroom Guidelines as offered by CDC

Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual

and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document.

IF SOMEONE GETS SICK

If someone get sick, the school will follow the recommended CDC guidelines:

- Immediately isolate the student or staff, in room 28 1/2
- Notify the district's nurse, district superintendent, parents and/or guarding or family member, health officials
- Ensure that the area is disinfected immediately

Inform the staff and families know that they (staff) or their children (families) should not come to school, and that they should notify Mrs. Ford, LSP Secretary (e.g., the designated COVID-19 point of contact)

- If they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Provide the parent, and/or guardian with a copy of the COVID-19 Parent Notification Letter
- Notify all other parties if needed

To lower the risk of COVID 19 exposure and spread during school sessions the following WILL BE followed:

Staying Home when Appropriate

- Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.
- Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

- CDC's criteria can help inform when employees should return to work:
- If they have been sick with COVID-19
- If they have recently had close contact with a person with COVID-19

Hand Hygiene and Respiratory Etiquette

- Handwashing with soap and water for at least 20 seconds and increasing monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Cloth Face Coverings

- Note: Cloth face coverings should **not** be placed on: anyone who has trouble breathing or is unconscious or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

Signs and Messages

- Signs will be posted and highly visible
- Announcements will be Broadcast as reminders

Lunch Schedule and Food Distribution

Lunch Options

Option 1: Delivery – Classroom Setting

Seated according to CDC guidelines (setting arrangements 10 - 11 students per classroom

Option 2 – Cafeteria Setting

2 Classroom per rotation seated according to CDC guidelines

Lunch & Food Distribution Guidelines

The following guidelines will apply to both lunch time options:

- All students MUST self-sanitize their hands and desks before and after lunch.
- Students must eat six feet apart at all times and may not share food or drink.
- Teachers must self-sanitize as well.
- Eating times will be timed for twenty five minutes and students will be instructed to put on a mask again after the twenty minutes. The twenty minutes will start AFTER the last student in the classroom/lunchroom receives their meal.
- Students will not be permitted to leave the classroom or lunch during this time.
- Students not present due to hybrid scheduling will have their lunch/breakfast dropped off to them or distributed at a designated site.

Arrival and Dismissal

Building Entry and Exit

Students will enter and exit through 2 entry points according to the classroom in which they are assigned with preliminary checks as follows. **Noted:** All students will be checked using a touchless infrared thermometer.

Entry Points				
Entry Points	Check Points Staff On Duty			
		(will change weekly)		
8th Grade North (Near Rm 2)	Checkpoint Room 2 and 3	Bernard & Keithley		
6th Grade North (Near Library)	Checkpoint Room 17 and 19 Martin & Hoggan			
	Exit Points			
Exit Points	Check Points	Staff on Duty		
8th Grade North (Near Rm 2)	Rms, 2, 3, 5, & 12	Classroom Teachers		
6th Grade North (Near Library)	Rms. 15, 17,18, & 19	Classroom Teachers		

Dismissal

During dismissal of STAFF and STUDENTS, it is essential that all wear a mask until they are in their cars/a safe distance from the school and isolated.

- Dismissal will occur room by room to ensure the hallways are not overcrowded.
- Each teacher will have a time to leave the classroom along with their students and this will occur on a staggered basis. (An example of this is the LHS lunch procedure.)

- Teachers outside with their class will remain outside until the last teacher dismisses their classroom or will proceed directly to their duty post.
- ALL Students who ride the bus will be dismissed by bus at a set time. A list of these students will be provided to ALL teachers and will be updated as the year progresses.
- Students SHOULD NOT linger at the school and must leave AS SOON as dismissal occurs.
- After school tutorial or practice must be supervised by the responsible teacher for the programming and must follow ALL CDC guidelines. Masks and the amount of people must be along CDC guidelines. After school tutorial is encouraged to be 1:1 via Zoom or in a Zoom group chat.

The following CDC guidelines and other protocols must be followed

- CDC guidelines will be reviewed and followed to the furthest extent possible.
- Temperatures will be taken before students enter the building. Any individual with a temperature of 100.4 ° F or greater will be isolated and sent home.
- Each student will be provided with a face mask and face shield at the initial start of school. Face mask are encouraged and recommended.
- No visitors will be allowed into the buildings past the front office in order to limit outside exposure to students and staff.
- Choosing to change or switch your child/student between hybrid and virtual learning models can only be done at the start of school or at the end of each nine-weeks grading period.
- Please note: If you choose to have your student participate in the virtual learning model, he/she will still be allowed to participate in athletics/extracurricular activities.
- Please note: Students with current IDEA eligibility will have an Individualized Education Plan (IEP) compiled by an IEP committee (which will include the student's parent/guardian and the student if 14 years of age or older), on an individualized, case by case basis.

Technology Information

PLEASE NOTE:

- LSP will issue each student a Chromebook for home and school use as needed.
- LSP will provide on campus internet access
- There will be a "Device Check-Out" night prior to the beginning of school where parents/guardians can come and check out a device for student use. More information will be provided at a later date. See Technology Check Out
- Please review the technology "Take Home Policy" and the "LSD Chromebook Parent Agreement"

PARENTS/GUARDIANS ARE ASK TO PURCHASE THE ADDITIONAL ITEMS:

- A USB flash drive with at least 64gb of storage.
- A padded backpack designed to hold a Chromebook/laptop that will aid in ensuring safe transport back and forth between school and home.
- LSP is currently reviewing different insurance policies that will provide accidental damage coverage for the devices that will be issued to students. More information will be provided as soon as possible, but this fee will likely be in the range of \$25 \$50.

Leland Early Learning Pre-Kindergarten and Kindergarten Reentry Plan 20-21 SY

Leland Early Learning Parents and Community Members:

Thank you for your understanding and patience during the school closure period. Your support will be vital in contributing to a successful school reopening.

The Leland School District will follow and implement guidance and directives from the Governor, Mississippi Department of Health, Mississippi Department of Education and the Center for Disease Control and Prevention. MDE has issued Learning Plans to all school districts to assist in planning for school reopening. We ask for your cooperation as state guidance and directives will be implemented into school operations

Leland School District has shared numerous community updates and other communication since the schools closure period began on March 12. You will continue to receive these updates as new information becomes available. Please access our website at www.Lelandschoolfusion.com.
Leland Early Learning Pre-Kindergarten and Kindergarten will also maintain a webpage, you will receive updates via weekly newsletters. Please respond to your child's teacher's School Status app request at www.schoolstatus.com so that you may receive messages in the form of emails, as well as phone calls and text messages.

It is our wish to provide a safe, educational experience with opportunities for our young scholars to learn and grow academically, socially, and emotionally. We want to provide support for social interaction and access to extra-curricular activities while abiding by the guidance and directives set forth by our Governor, Mississippi Department of Health, MDE and CDC.

We hope the information contained in this document helps answer many questions you may have about school reopening. We know these items may generate other questions that will need responses. Leland School District plans to follow up with our community as new or more information is provided.

Parent Options

Surveys have been available for parents to complete concerning intent for the 2020-21 school year. Parents will be offered the following options so children may receive personalized learning while keeping children and staff safe.

Hybrid Learning:

What Is Hybrid Learning?

- Provides face-to-face instructional delivery combined with online instructional activities.
- This approach reduces the amount of seat time in a traditional faceto-face class. Moves more of the instructional delivery online.
- Leland Pre-Kindergarten and Kindergarten students will attend school on an A/B alternating day schedule. (A Days) Mondays and Wednesdays (B Days) Tuesday and Thursday. Friday will be reserved for the following: Academic Interventions, teacher collaboration and planning, Professional Development, and Professional Learning Communities.

Virtual Learning:

- This option is available for parents who want their children to learn remotely full-time using technology based learning platforms. The students will not be on campus, and classes will be facilitated by Leland School District Pre-K and/or Kindergarten teachers using Google Classroom, CANVAS, and other online and paper/pencil resources.
- Attendance will be taken, and lessons will be graded as required.
 The virtual option is new learning.
- All Pre-K and Kindergarten curriculums are aligned with state standards.

Face Coverings

The Mississippi Department of Health has shared the following guidance based on scientific data and other evidence:

https://www.cdc.gov/coronavirus/2019- ncov/prevent-getting-sick/diy-cloth-face-coverings.html

The general public should also wear face coverings at all outdoor settings where they are exposed to non-household members unless there is ample space (6 feet or more) to practice physical distancing.

Regarding the type of face covering, medical masks may be somewhat more protective than cloth masks (if they are clean and dry), but more and more evidence supports cloth masks as being sufficient for the general public and effective in preventing transmission. Cloth masks should consist of at least two layers of fabric. N95 respirators should be reserved for front-line health care workers.

All face coverings should cover both the mouth and nose at all times in order to be effective.

Pre-Kindergarten and Kindergarten Face Mask Implementation

Face masks should be worn by all staff according to MDH guidelines. Physical distancing will be practiced to the extent practical.

Face shields and/or masks should be worn by all students during the school day as appropriate and feasible according to MDH guidelines. Physical distancing will be practiced when feasible.

Note: If physical distancing can be achieved in certain areas at certain times, the face masks could be removed for a period of time.

Pre-Kindergarten and Kindergarten students who are transported by the district shall wear masks while being transported to and from school.

Leland School District will provide disposable face masks and face shields for every student and staff member. Upon entry into the building, students should wear a mask. Mask should adhere to Leland School District Dress Code guidelines. See Leland School District Handbook pages

Social / Physical Distancing

Students, staff, and visitors will observe social / physical distancing in as feasible a manner as possible. The 3- feet, 6-foot and/or 12-foot distancing recommendations will be implemented as much as possible. During transition times, (ie. Bathroom breaks, dismissal times, etc.) students and staff will be expected to wear face coverings. Classrooms, cafeterias, and other spaces will be rearranged to the extent practical to account for spacing recommendations.

Students, Staff, and Visitor Screening

Temperature screenings will be performed on staff, students, and visitors each day. Student screenings will be performed as logistics allow. The Mississippi Department of Health has recommended that parents screen their children before leaving home. Visitors will be limited to essential business only as approved by the building administrator. The Leland School district's screening tool will be used with the standard MDH questions.

Bus Transportation

All students will wear masks on the bus. Temperature checks will take place on the bus as feasible and practical. Bus drivers will wear masks as well.

Breakfast and Lunch Service

• Student will have the cafeteria staff/or by other designated staff. The teacher and assistant teacher will be responsible for the general classroom clean-up before and after meals.

Special Needs Students

Leland School District will accommodate students with special needs through a variety of means. The Special Education teachers and staff will use additional precautions when working with scholars. Therapy options will be offered for those who qualify. If parents have concerns for their children who may be high-risk, then the virtual learning option could be explored as a viable alternative. Students needing speech therapy will report on Fridays. Location to be determined.

Students, Staff, or Visitor Testing Positive for the Virus

Leland School District will follow the protocol developed by the CDC and staff will be in direct contact with MDH. MDH will advise if a brief school closure is needed based on the information available. Brief closures could happen, and this will allow for additional cleaning and sanitizing of the school.

Campus Cleaning Protocols

The Leland School District Maintenance Department will follow all recommended practices given by the CDC and MDH. The appropriate cleaning agents and other sanitizers will be used including hospital-grade disinfectants.

Arrival and Dismissal Times

Times Arrival time:

- Arrival time is 7:30 a.m. 7:45 a.m. for Pre-K Students
- Kindergarten Students Arrival Time is 7:45 a.m. 8:00 a.m.

Dismissal Time:

- Pre-K is 12:30 p.m.
- Kindergarten is 1:00 p.m.

^{*}Students should not arrive before 7:15 a.m. or after 8:00 a.m.

When a Student Becomes Sick at School: (Communications)

Designated school staff will screen each student and perform temperature checks using the CDC protocol. Students who become sick during the day will be sent home if the temperature is above the allowed limit in CDC guidance.

The teacher will immediately contact the parent or legal guardian. A designated area will be used to isolate any student who becomes sick. The student will need to be fever-free for 48 hours prior to returning to school. The school staff will perform an additional screening at that time.

Attendance: COVID -19: (Communications)

- Any student experiencing COVID-19 symptoms will be sent to the school nurse immediately. Parental contacts will be made for student dismissal.
- Any student or family member who tests positive for COVID-19 is required to notify the building administrator.
- Any student who has a confirmed case of COVID-19 will be required to submit a negative test result from a medical professional, be cleared and provide clearance in writing from their physician before returning to school.
- A student who has been exposed to or has a family member who has COVID-19 will be asked to quarantine for 14 days and provide a negative test result from a medical professional before returning to school. The negative test should be from a test taken in the final 3 days of quarantine.
- A student who experiences any symptoms of COVID-19 (listed at the bottom of this document) should self-isolate and be tested for COVID-19 as soon as possible. If the test is negative they can return to work when free of all symptoms for 72 hours.
- Any student living with someone who experiences any symptoms of COVID-19 should self-isolate until that person receives results of a test determining whether or not they are positive.

- Those students with elevated risk for severe COVID-19 complications can submit a written request to participate in eLearning. A doctor's note may be required.
- Should a student or member of a student's household travel Internationally, the student will be asked to self-quarantine

RESPONSE TO CONFIRMED CASE OF COVID-19

- 1. Contact local health officials and follow the guidance provided.
- 2. The school will identify any individuals who had regular or close contact with the affected participant. This will include the entire class (students, teachers, and staff) and potentially other teachers and staff (if multiple teachers work regularly with the student or staff member). If those teachers or the students interacted with other students or staff on a regular basis or came in close contact with them, those students and staff will be considered potentially exposed as well. Anyone who is considered to have regular or close contact with someone who may have been exposed to COVID-19 must stay at home for two weeks. In some cases, this may necessitate closing only a single classroom. In other cases, it may require closing multiple classes, or even the entire school, for two weeks. Additionally, they will need to be tested, cleared, and provide clearance in writing prior to being allowed to return to campus.
- 3. Communicate to faculty and parents the presence of a confirmed case of COVID-19.
- 4. Clean and disinfect thoroughly.
 - Close off area used by the individual with COVID-19
 - Open doors and windows of area
 - Wait for 24 hours to clean an area
 - Clean all surfaces with electrostatic sprayers

Pre-K & Kindergarten Reentry Daily Schedule 2021

Traditional Model is primary instruction for 2021-22.

Projected Enrollment: Pre-Kindergarten 40 Kindergarten 42

Pre-K and Kindergarten teachers will report at 7:15 a.m. Students will arrive between 7:25 a.m. – 7:50 a.m.

Mondays and Wednesdays (A Schedule) 41 Students

Tuesday and Thursdays (B Schedule) 41 Students

Friday Schedule will consist of the following:

- Academic Interventions with daily in class assistance and interventions Speech Therapy
- Teachers
- Planning
- Time PLC
- Meetings
- Professional Development
- Teacher Conferences

7:15 a.m. – 8:00 a.m. Arrival/Preliminary Checks (Temperature, Attendance, Breakfast, Clean-up)

8:00 a.m. – 8:45 a.m.	
8:45 a.m. – 9:45 a.m.	
9:45 a.m. – 10:15 a.m.	
10:15 a.m 10:30 a.m.	
10:30 a.m11:00 a.m.	
11:00 a.m 11:30 a.m.	
11:30 a.m. – 12:15 p.m.	
12:15 p.m12:30 p.m.	
12:30 p.m1:00 p.m.	
1:00 p.m2:00 p.m.	
2:00 p.m3:00 p.m.	

LHS RE-ENTRY PLAN

(for in-school Core Course instruction)

LHS has 23 Usable Classrooms and 5 Mobile Carts at their disposal. Precautions will be taken in terms of social distancing to ensure all 23 classrooms are at a safe capacity. These precautions will be clearly delineated seats, safe entry, instruction, and dismissal procedures, hand sanitizer at all entrances and close to all desks, and a mandatory mask enforcement of staff and students. Prevention is key to ensuring there is not a spread of COVD-19. Therefore, temperature and symptom screening is essential for this hybrid model to be successful.

Morning Procedures

Prior to entering the school building, students AND STAFF will get their temperature taken and be visually screened for COVID-19 symptoms.

- This will be set up in the doorway and foyer of the school and can be expanded to the first hall's backdoor for self-contained students if need be.
- Great care will be taken to ensure the front door to the school is open and supervised at all times to prevent students and staff from touching door handles/door frames, etc.
- Students who drive to school still must come through this universal front door.
- Staff members are asked to monitor and report their own temperature during staff sign-in, and a thermometer will be available for staff to take their temperature or have a co-worker take their temperature.
- This thermometer and all MUST be handled with gloves and be sanitized at the end of each scanning period.
- This scanning duty will be assigned to teachers/qualified staff on morning duty. Students or visitors ARE NOT permitted to do so.
- Staff or students who have a temperature of 99.9 or higher will be asked to return home and the LSD plan for potential cases will be followed.
- Students will wait in the gym supervised by staff and sitting at least six feet apart and will be permitted to eat their breakfast in the gym. In order to mitigate potential spread, it could be feasible to set up an outdoor breakfast area with folding tables in the green space outside of the library.

Water Fountain Protocol

All CDC guidelines will be followed for water fountains and restrooms.

- Students will be permitted to use water fountains and restrooms prior to 8am, with the custodial staff immediately deep cleaning during 1st block.
- Students must have the water fountain wiped down prior to being used and after they have used it. It is essential for all staff and students to wear a mask at all times. Refusal or failure by a student to do so during the morning period may result in ISS and will incur demerit loss.
- Restrooms will be frequently cleaned and so it is essential that teachers do not frequently release the same student frequently in a day to limit bathroom use to students who will need to do so.

ISS Protocol

The alternative school will serve as the ISS center.

- The teacher assigned to alternative/ISS will follow all protocols in this plan and will be in charge of monitoring who has been assigned to ISS and notify all teachers.
- Students in ISS and alternative will complete all work online, and teachers are asked to NOT visit and instead Zoom in as needed to limit people moving in and out of the alternative space.
- Students who have been assigned to ISS during a school day will be escorted to ISS by a building administrator or a person designated by the building administrator. Students are not allowed to walk to ISS unsupervised.

Enrollment and Schedule

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Projected Enrollment per Grade Level/School Attendance Day
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* 9^{th} - 49 Mondays
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* $10^{th} - 42$ Tuesdays

* 11th – 54 Wednesdays

* 12th – 50 Thursdays

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7:15 a.m. – 8:00 a.m. Preliminary Checks/Breakfast (Temperature, Attendance, etc.)
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8:00 a.m. – 9:20 a.m. 1<sup>st</sup> Block
9:25 a.m. – 10:45 a.m. 2<sup>nd</sup> Block
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10:50 a.m. – 12:35 p.m. 3rd Block (25 min Lunch)

12:40 p.m. - 2:00 p.m. 4th Block

2:00 p.m. Dismissal

Remaining courses will be taught virtually. This includes dual enrollment and all AP courses.

It is ESSENTIAL that teachers who teach specific grade levels instead of all grade levels (i.e. English 1-4, Government/Econ) spend the days without their grade levels in physical attendance conducting online meetings and tutorials with students, providing live content to students, and engaging in other activities. Virtual does not mean hands-off and frequently can be a vehicle for increased student and teacher interaction.

MTSS/Remediation pullouts will be done daily to avoid having to bring students back in another day.

Any high school student who will need to be home with a younger sibling on the day that their grade level is scheduled to attend, will be allowed to come on the same day as the younger sibling, to receive class instruction/work. Depending on the class occupancy size, this student may need to sit in a lab or facilitated classroom and conduct all their work virtually.

PROPOSED LCTC SCHEDULE

Monday 10th Graders Tuesday 11th Graders Wednesday 9th Graders

The proposed LCTC schedule will have students following the same bus protocol as arrivals and dismissals with the exception that temperatures will be taken as students arrive back from the vocational school. A staff member will be stationed outside at the bus ramp and students will get off and be checked one at a time.

School Lunch & Food Distribution

LHS has the ability to conduct two options for in person school lunch. The first option is having all food be served to all students in classrooms and brought on a cart to the classroom. The second option (dependent on the actual number of students in a building) is to have students all spread out in the cafeteria on a staggered schedule by class and conduct lunch and the lunch lines through CDC recommended guidelines.

- If students will eat inside classrooms, they MUST self-sanitize their desks after. The same follows for the lunchroom tables.
- Students must eat six feet apart at all times and may not share food or drink.
- Teachers are permitted to eat at the food distribution time or to eat during their planning. They must self-sanitize as well.

- Eating times will be timed for twenty five minutes and students will be instructed to put on a mask again after the twenty minutes. The twenty minutes will start AFTER the last student in the classroom/lunchroom receives their meal.
- Students will not be permitted to leave the classroom or lunch during this time.
- Students not present due to hybrid scheduling will have their lunch/breakfast dropped off to them or distributed at a designated site.

Classroom Instruction

All students and staff MUST wear a facemask and sit in desks six feet apart. These desks, lab seats, or computer lab seats will be clearly delineated, and these markings/designations will be made prior to school starting in August and must be approved by the building administrator.

Students will proceed to their homerooms in the morning instead of the gym and remain in that classroom until 1st period. All classroom activities must consist of activities done six feet apart. Activities like stations must be done without the student touching any materials. Students cannot leave the classroom during this time. Group work must be digital and is not permitted unless students are six feet apart and not touching the same materials. All classes will have built-in sanitation time if students are to rotate to their other classes. This built-in time is enforced strictly and will also be modeled by every teacher. If a student refuses to wear a mask, takes off a mask, moves within six feet of a peer or staff, or refuses to maintain six feet apart, the teacher will administer the demerit system while also doing the following:

- 1. First offense-- warning and student conference with student self-cleaning desk.
- 2. Second Offense- ISS and student self-cleaning desk
- 3. Third Offense-- ISS and Principal Conference
- 4. Fourth Offense-- Overnight and ISS
- 5. Fifth Offense-- One day suspension and Principal Conference

Any offenses after the fifth offense should be looked at seriously by the principal for further action and should be an immediate referral for that student

Dismissal

During dismissal of STAFF and STUDENTS, it is essential that all wear a mask until they are in their cars/a safe distance from the school and isolated.

- Dismissal will occur room by room to ensure the hallways are not overcrowded.
- Each teacher will have a time to leave the classroom along with their students and this will occur on a staggered basis. (An example of this is the LHS lunch procedure.)
- Teachers outside with their class will remain outside until the last teacher dismisses their classroom or will proceed directly to their duty post.
- ALL Students who ride the bus will be dismissed by bus at a set time. A list of these students will be provided to ALL teachers and will be updated as the year progresses.
- Students SHOULD NOT linger at the school and must leave AS SOON as dismissal occurs.
- After school tutorial or practice must be supervised by the responsible teacher for the programming and must follow ALL CDC guidelines. Masks and the amount of people must be along CDC guidelines. After school tutorial is encouraged to be 1:1 via Zoom or in a Zoom group chat.