

**T.L. WESTON MIDDLE SCHOOL**  
**2020-2021**  
**REGISTRATION, DEVICE RETRIEVAL,**  
**AND REMAINDER OF YEAR**  
**INSTRUCTIONAL PLAN**



**WALTER MCDAVID JR.**  
**PRINCIPAL**

# The T.L. Weston Middle School

## 2020-2021 Registration Plan

### I. School Registration Organization

● Administrator	Walter McDavid Jr.
● Assistant Principal	Jametta Brown
● Assistant Principal	Teresa Ervin
● School Improvement Coordinator	Wanda Leslie
● Counselor	Lelar Norton
● Counselor	Aaris McCoullough
● Secretary	Shalesa Williams
● Secretary	Genell Henderson
● Librarian	Jada Rainey

### II. Registration Plan

- In compliance with the Greenville Public School's commitment to providing an environment that all children can achieve success. This plan would be implemented by the committee that met to formulate it. CDC and GPSD guidelines and protocols will be adhered to during the registration and device retrieval process.

### III. Early Bird Registration

- Registration for returning students May 17, 2021
  - School Status would be used to notify parents of homeroom students
  - Phone call outs will go out to all students daily starting May 10, 2021
  - Registration requirements will be posted via School Status, school webpage, etc.

### IV. Registration Verification- May 24, 2021

- Status for registration will be verified when parents/ students return devices

# Device Retrieval Plan

**Phase 1: Communication-** Teachers will call each homeroom students parent and let them know that we will start taking up devices Monday, May 24, 2021 from 9:00 AM – 2:30 PM and Tuesday, May 25, 2021. A callout will also be sent along with text messages. This schedule will also be placed on School Website. The message will include that the device should be charged so that we can quickly assess if it is working or in need of repair.

**Phase 2: Retrieval** – Teachers will be assigned to a grade group to accept devices. We will have print shop make duplicate device fine forms for both our record and the parents. The devices will be assessed for fines and missing items.

*Retrieval procedure: 1<sup>st</sup> outside visual check verifying all items have been returned.*

*2<sup>nd</sup> turn on the laptop to confirm it works.*

*3<sup>rd</sup> verbal confirmation – “Did the laptop give you any problems that need to be fixed, reminding parents 6<sup>th</sup> and 7<sup>th</sup> grade parents that they will receive the same laptop next year.*

**Phase 3: Storage** – We will lock all working laptops in the storage units in room 102 by grade level and numerical order. Laptops in need of repair will be labeled to be picked-up by IT.

## Remainder of Year Instructional Plan

1. Take Home Packets will be issued wat the time of device retrieval (to be returned June 2-3, 2021)
  - a. Year-end review assignments
  - b. Summer Reading List
  - c. 4<sup>th</sup> Nine Weeks Assessment
2. Attendance
  - a. Teachers will continue to implement “Instructional Assistance Sessions” during regular virtual schedule (regular class period and interventions) for any student needing assistance with take home packet. Attendance will be taken for Online Login during these periods.
  - b. Parental “call in” on school established Attendance Phone Line (662-334-7081) for students not having home technology to log on to regular virtual class.