



Blueprint for Reopening School 2020-2021 School Year



**Tupelo Public School District
August 12, 2020**

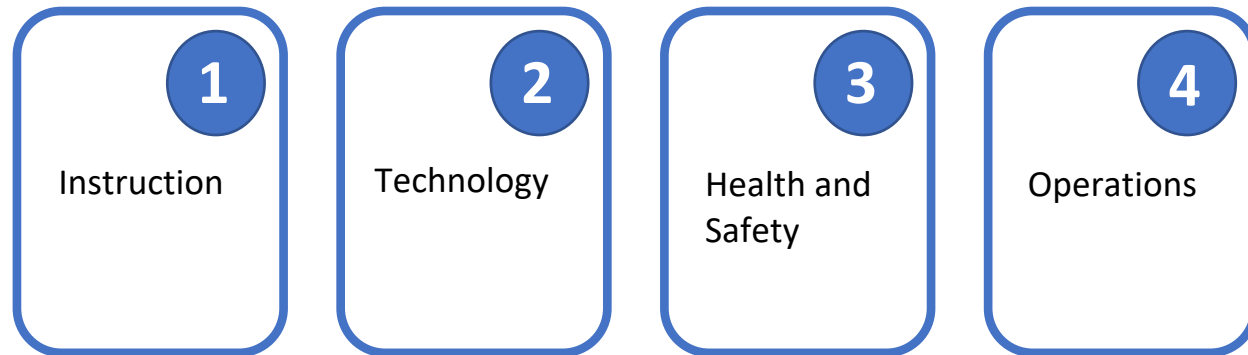
Introduction

The Tupelo Public School District has partnered with the Mississippi Department of Education to develop a plan for reopening schools in August in response to the COVID-19 pandemic. We are releasing this plan on June 26 to give families plenty of time to make decisions and prepare for the start of school.

The first day of school for all students is August 12.

This plan has been developed based on MDE, MDH, and MHSAA guidance in accordance with CDC considerations for opening schools at this point in time. Should any changes occur in regard to these agencies' guidance, the CDC's considerations for reopening schools, or the conditions of the COVID-19 virus, TPSD will make the necessary adjustments to our plan. We will keep parents updated and informed of any revisions.

The issues involved with reopening schools are divided into four topics:



Possible Scenarios for Reopening Schools



Traditional Schedule

Requires students to be physically present in school with scheduling modifications to follow CDC and Mississippi State Department of Health (MSDH) recommendations.



Virtual Schedule

Instruction provided completely online through virtual delivery by TPSD staff.

K-2 parents who choose the traditional schedule will have self-contained classrooms with no team teaching and approximately 20 students in a class. Lawhon 2nd grade will utilize team teaching.

3-5 parents who choose the traditional schedule will also have self-contained classrooms, but team teaching will be incorporated with teachers moving from class to class and approximately 24 students in a class.

6-12 parents who choose the traditional schedule will follow a block schedule. Secondary classrooms will accommodate the CDC considerations for social distancing where feasible. Schedules will be created to minimize transition times between classes and facilitate controlled arrival and dismissal times.



Guiding Principles

Goals

- Maintain a safe and healthy learning environment for staff and students and keep schools open all year.
- Reopen schools in August with as close to possible a return to normal activities.
- Provide the option of virtual education and develop modified schedules to accomplish the following:
 - Achieve CDC social distancing guidelines.
 - Provide time for teachers to develop and implement a virtual model.
 - Prepare for instruction during possible school closures.
- Maintain our emphasis on a rigorous curriculum and instruction to increase student achievement for all students.

Parameters

- Establish clearly defined protocols for students and staff who are sick or who have been exposed to the COVID-19 virus. A separate medical response plan will be released.
- Develop expectations for sanitation efforts in high touch areas and janitorial services.
- Organize classroom spaces to accommodate whole group instruction and social distancing.
- Maintain an emphasis on the individualized learning needs of students with structured systems of support.
- Teach and reinforce where applicable and feasible the use of cloth or shield face coverings.
- Limit student movement and restrict gatherings in buildings to achieve social distancing guidelines.



Instruction

- Provide copies of textbooks/workbooks to be used at home and school.
- Make available digital resources that accompany text and support Tier II and Tier III interventions.
- Provide concurrent model of traditional instruction and virtual learning instruction using CANVAS.
- Provide parents with professional development on the instructional tools (CANVAS, textbook resources, Chromebooks, etc.) that will be used for instruction.
- Provide early diagnostic screenings to determine student readiness for grade level instruction (adjusting plans to accommodate as needed).
- Modify pacing guides and scope and sequence to reflect more instruction for essential and foundational standards (adjusting as data shows need).
- Provide school supplies for each student.
- Make sure all students face the same direction in desks or at tables.
- Follow current grading policies for TPSD, refer to policy IHA—Grading System
- Follow current promotion and retention policies for TPSD, refer to policy IHE—Promotion and Retention
- Dedicate district website page for parents related to academics and resources from MDE.
- Develop a master schedule that will balance class numbers as much as possible.
- Provide controlled small group work or partner interactions in class.
- Provide special education services through the IEP process due to the highly individualized nature of supports and accommodations.
- Separate student seating where feasible to provide for social distancing.
- Utilize baseline data for reading and math to determine instructional gaps and plan accordingly for interventions utilizing the MTSS process.
- Update Curriculum maps to allow opportunities for spiral review of 2019-2020 last quarter standards. Teachers will utilize the curriculum maps to guide instruction.



Technology

Upgrade technology so every child has equitable access to online curriculum.

- Chromebooks for every student – TPSD will provide a reliable Chromebook for every K-12 student.
 - 2,150 Chromebooks to replace the older out-of-warranty Chromebooks at THS
 - 1,518 Chromebooks for K-2 schools to replace out-of-warranty Chromebooks and fulfill 1:1 initiative
- Chromebook Chargers – We will have two different models of Chromebooks for the district. We will order chargers for both models.
 - 1,000 for the 5,190 Chromebooks that are at grade levels 3-8
 - 1,000 for the 3,100 Chromebooks that are at our K-2's and THS
- CANVAS – TPSD will provide CANVAS (Learning Management System) for every teacher at TPSD. CANVAS is a very robust, 21st-century blended platform that provides flexible learning. This will be a one-stop shop with consistent student, parent and teacher access for all communication, instruction and feedback.
- Sound and Video Enhancement – We are researching several options that can help with the audio in the classroom to assist teachers with communicating effectively with their students, especially if there is a need for them to wear a mask. We are also researching video enhancement to possibly provide recorded lectures as well as live streaming of classes to help provide effective virtual learning.
- Tech Support Protocols – We will establish a system to address questions/concerns from parents.
 - Extend internet WIFI access to one parking lot at each school for district issued devices.



Health and Safety

- Use videos to educate families about the health and safety protocols.
- Create a task force to help plan the reopening of schools.
- Hire additional nurses so each school has a designated medical professional.
- Equip schools and buses with adequate supplies to support healthy hygiene.
- Space desks and tables apart where applicable with all facing forward.
- Replace traditional water fountains with touchless fountains and bottle fill stations.
- Encourage students to wear masks/shields in times where social distancing is not possible.
- Expect staff to wear masks/shields when in direct contact with students.
- Limit gatherings, events and activities to adhere to social distancing guidelines.
- Provide touchless hand soap and hand sanitizer machines and touchless sinks and toilets.
- Provide professional development in the area of social/emotional support.
- Provide advisory times for staff to check in with students.
- Include instruction on proper hygiene to minimize virus spread.
- Post signage in high traffic areas to communicate how to stop the spread of COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Create process for parent visits (scheduled office visit, no walking students to classrooms or visits).
- Continue CHAMPS at the K-5 schools.
- TPSD will be conducting temperature screenings.
- Parents are requested to take their child's temperature daily prior to sending them to school. If their child has a temperature of 100 degrees or higher, they must be kept home until fever free for 24 hours **without fever reducing medicine**.



Operations

- Use cafeteria as repurposed classroom if needed to help address social distancing needs.
- Schedule and communicate virtual open houses.
- Ensure facilities are safe and aligned to the CDC guidelines.
- Implement safety protocols in the area of food service:
 - Allow hand washing and the use of hand sanitizer machines before and after meals, using disposable plates and utensils.
 - Create cafeteria procedures to ensure compliance with social distancing guidelines.
 - Designate entry and exit paths in the cafeteria.
 - Conduct cleaning throughout the day.
 - Alternate models for food distribution will include serving meals in the classroom and serving meals in the cafeteria following CDC guidelines where feasible and applicable.
 - Face coverings are required to be worn by staff while preparing and serving food.
 - Gloves are required to be worn by staff while preparing and serving food.
 - All food will be pre-wrapped/packaged prior to service to students, limiting exposure to contamination during service and transport.
 - Food and Nutrition staff at the school site will work with district Food and Nutrition staff and school staff to ensure students with allergies or special needs related to meal service are identified and receive appropriate meals.
 - Food and Nutrition school site staff will clean and sanitize all serving areas and/or serving carts.



Operations

- Implement safety protocols in the area of transportation:
 - Provide hand sanitizer for drivers and students.
 - Provide face masks/shields for drivers and students.
 - Clean and disinfect buses daily and after each route.
 - Create spacing on buses to ensure social distancing where feasible.
 - Review stop locations to limit the number of assigned students.
 - Develop a plan for pick-up and drop-off locations that allows for a reduced number of students gathering in any one location to the extent feasible at each school site.
 - Encourage social distancing while waiting for bus arrival. Create runs with a passenger load no greater than 26 students whenever feasible.
 - Create runs in close proximity to the school in case double runs are required.
 - Encourage siblings to sit together.
- Sick Bus Cleaning Procedures
 - Remove bus from service until it has been deep cleaned and disinfected.
 - Sanitize the bus using disinfecting machines.
 - Receive approval from the Director or designee before bus returns to service.



Operations

- Implement safety protocols in buildings.
 - Clean high-touch areas throughout each school before the opening of school and each day when school starts.
 - Increase hand sanitizers.
 - Upgrade nurses' stations for wellness and sick areas.
 - Increase janitorial staff and cleaning during the day.
 - Install touch-free faucets/flush valves in restrooms.
 - Monitor air quality per CDC requirements.
 - Purchase additional equipment for disinfecting classrooms/playgrounds.
 - Purchase additional furniture for teachers/classrooms to meet CDC guidelines.
 - Provide masks for staff members.
 - Add sun shades to allow for increased social distancing on the playgrounds.
 - Reduce the number of students entering and using the restroom facilities at one time to ensure social distancing.



Frequently Asked Questions

- **Attendance** – TPSD will take attendance when students are in the building AND when students receive instruction via virtual learning.
- **Virtual Learning Option** – Parents will have the option to send their children to traditional school or participate in virtual learning if there is a medical concern.
- **Intermittent Closures** – Due to possible outbreaks, the superintendent may be required to close a school or schools to prevent further spread. Students will receive instruction online during these closures.
- **Grades** – TPSD will grade work submitted through CANVAS when students are receiving instruction online or in the building.
- **Masks/Face Shields** – Students and staff will be expected to wear a mask during small group instruction and expected to wear a mask when they are not able to practice social distancing. All face coverings will be provided by the district.
- **Assemblies** – There will be no large assemblies beyond the number recommended in CDC guidelines. Social distancing practices will be used with any assemblies.
- **Visitors & Volunteers** – TPSD will establish a protocol for visitors: calling front office before entering, screening visitors where feasible, requesting use of face coverings/masks, etc. TPSD will limit nonessential visitors and volunteers.
- **Breakfast & Lunch** – Breakfast will be grab-and-go, and lunch will be delivered into classrooms.
- **Water Fountains** – A bottle of water will be provided with lunch and breakfast. Students may bring water from home. Touchless water fountains will be installed.
- **Class Size & Design** – Students will be grouped to optimize CDC guidelines. On average, there will be 20-24 students in K-5 classrooms and 25 students in 6-12 classrooms. The classroom design will be primarily whole group and facing the front of the classroom to achieve social distancing recommendations where feasible.
- **Accommodations** – Due to the highly individualized nature of accommodations, all services will be managed through the IEP process with the IEP team.



Frequently Asked Questions

- **Transportation** – Routes are being redesigned to achieve the maximum social distancing. Face coverings will be expected and encouraged where unable to achieve social distancing.
- **Homework** – Homework will be assigned and completed through the CANVAS platform to limit the amount of paper that needs to be handled.
- **Backpacks** – Backpacks will be allowed at the secondary level. Students in elementary schools will be provided with all needed supplies in school. All previous rules from school handbooks regarding backpacks will apply.
- **Lunch Boxes & Purses** – Lunch boxes and purses will be allowed. All previous rules from school handbooks regarding lunch boxes and purses will apply.
- **First Day of School** – Students will be supported by school staff to get to their classrooms.
- **Lockers** – Student lockers will not be used.
- **Recess** – Each site administrator will develop a plan for recess that allows for a reduced number of students in any one location at the same time, to the extent feasible.
- **Open House & Parent Teacher Conferences** – We will conduct virtual open house appointments with individual teachers.



Frequently Asked Questions

- **Gatherings, Visitors and Field Trips** – All field trips will be virtual until pandemic is over.
 - Limit any nonessential visitors and volunteers. This includes parents coming to eat lunch with their children. Visitors who must come into the building should be encouraged to do so by appointment. Visitors will be required to use the Visitor Screening form. Employees will be trained on this requirement for all visitors. This record does not have to be retained, so a laminated copy can be used with a dry erase marker rather than making hard copies. These questions need to be asked before the visitor enters any building. All visitors should be signed in. Limit the activities involving external groups or organizations as much as possible - especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
 - Participate in virtual group events, gatherings, or meetings, if possible. If events are held, promote social distancing between people and limit group size to the extent possible.
 - Participate in virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights to the extent possible. The Mississippi Department of Education suggests that when on campus, consider moving large staff meetings and student assemblies to more open spaces or utilize virtual tools. The first priority should always be facilitating in-person needs, so additional meetings with smaller groups may be needed.
 - Pursue options to convene sporting events and participation in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and communities. Follow all Mississippi High School Athletic Association guidelines for sporting events.
- **Activities & Sports** – We will follow all rules and recommendations from the Mississippi High School Activities Association.



COVID-19 TPSD School Decision Tree

