

2. District Name:

MERIDIAN PUBLIC SCHOOLS

3. What is the school district's plan for scheduling instructional delivery for students when school opens?

Hybrid schedule Details (number of daily instructional minutes, design of rotation (by grade, by community, by family preference, etc.):

Virtual schedule Details (number of daily instructional minutes):

4. Provide details for the response(s) to Question 3 above regarding instructional delivery (as noted in the parentheses for each selection - number of daily instructional minutes, rotation design, family preference, etc.).**INTRODUCTION**

The Meridian Public School District is committed to the safety and wellbeing of our students, staff, and families. When developing the plan for a safe return to school, the Meridian Public School District consulted with parents, teachers, students, health officials, and community stakeholders to better understand their concerns and seek counsel to ensure we were taking all precautions and following CDC guidelines. We have developed, and continue to refine, our safe return to school plan. The plan will be reviewed monthly and revised as necessary.

School will start on August 10th for all students in a Virtual learning model for all students.

The Hybrid learning model, which combines face-to-face and online (virtual) instruction into one learning experience for students, would start at the earliest September 8.

Back to school orientation will be provided to all students the first week of school to ensure they understand how to keep themselves and others safe.

Subject to change based on updates and recommendations from the CDC, MDE and/or the Superintendent

GENERAL INFORMATION

District Name: Meridian Public Schools

ACADEMIC PROGRAMMING**Hybrid schedule**

Details (number of daily instructional minutes, design of rotation (by grade, by community, by family preference, etc.):

School will start on August 10th for all students in a Virtual learning model until September 8.

Back to school orientation will be provided to all students the first week of school to ensure they understand how to keep themselves and others safe.

Multiple locations for arrival and dismissal to allow for social distancing and temperature checks in the morning.

Students will report directly to the classroom.

Meridian Public School District
Returning, Reimagining, Revamping
2020-2021

Pre -Kindergarten - 4th Grade

Arrival and Breakfast

7:30 - 7:55

1st Block

8:00 - 10:25 (145 minutes)

(10 minute brain break)

LUNCH

10:30 - 10:55 (25 minutes)

Activity

11:00 - 11:30 (30 minutes)

2nd Block

11:30 - 1:50 (145 minutes)

(10 minute brain break)

Dismissal

2:00

Ask the parents that are able to drop and pick their child up to do so.

Planning

2:15 - 3:30

Total:310 minutes (5 hrs)

** Blended will be Monday - Friday; Wednesday will be virtual learning

5th Grade (includes a block for Science)

Arrival and Breakfast

7:30 - 7:55

1st Block

8:00 - 9:10 (70 minutes)

2nd Block

9:15 - 10:20 (65 minutes)

LUNCH

10:25 - 10:50 (25 minutes)

Activity

10:55 - 11:25 (30 minutes)

3rd Block

11:30 - 12:45 (65 minutes)

4th Block

12:50 - 2:00 (70 minutes)

Dismissal

2:00

Ask parents that are able to drop and pick their child up to do so.

Planning

2:15 - 3:30

TOTAL: 300 minutes (5 hrs)

** Blended will be Monday - Friday; Wednesday will be online learning

Middle & High School

Arrival and Breakfast

8:00 - 8:30

Allows for older siblings to walk younger siblings to school or bus stop

1st Period

8:30 - 9:30 (60 minutes)

2nd Period
9:35 - 10:35 (60 minutes)

3rd Period
10:40 - 12:05 (80 minutes)
Includes LUNCH
4th Period
12:10 - 1:10 (60 minutes)

Virtual Electives/Athletic Period /Planning

1:30 - 2:30 (60 minutes)

*Allows for older siblings to be home and receive younger siblings.

* Ask the parents that are able to drop off and pick up their child to do so.

Planning

2:30 - 3:30 (60 minutes)

TOTAL: 240 minutes in school (4hrs) 60 minutes (virtual)

** Blended will be Group A and Group B; (M/Thurs, Tues/Friday; Wednesday will be online learning)

Elementary: PreK-5th Grade

Secondary: 6th-12th

Elementary students will attend school on Monday, Tuesday, Thursday, and Friday.

Drop-off time: 7:30 a.m.-8:00 a.m.

Dismissal: 2:00 p.m.

Wednesday will be online learning for ALL students in Meridian Public School District.

Deep cleaning of all common areas and classrooms will take place on Wednesdays.

Teachers will be on campus offering virtual learning through Zoom and Google Classroom.

Middle school and high school students will attend school 2 days a week for face-to-face instruction and participate in online learning 3 days a week. Each school will group students into A or B groups and provide parents with a schedule for their child. Group A will attend Monday/Thursday and Group B will attend Tuesday/Friday.

Drop off time: 8:00 a.m.-8:30 a.m.

Dismissal: 1:10 p.m.

Credit bearing electives will be integrated through online instruction

Wednesday will be virtual learning for ALL students in Meridian Public School District.

Deep cleaning of all common areas and classrooms will take place on Wednesdays.

Teachers will be on campus offering virtual learning through Zoom and Google Classroom.

MPSD Expectations for Online Learning

Teacher Wednesday Online Learning Day

Time

Duties

Notes

7:30 - 8:00

Employee Sign-In & Temperature Check

Please bring your own pen and social distance in the sign-in area

8:00 - 10:00

Online Learning Check-In with Students

Assess student progress and completion of tasks

Small zooms if necessary

10:00 - 11:00

Parent Contact

Student Shoutout

Absent students

Online Learning Students

Not completing online work

Please keep a detailed log of daily parent contact

(District will provide the form)

11:00 - 11:30

Lunch

11:30 - 1:00

School-wide Faculty Meetings

1:00 - 3:00

Planning (Department or Grade Level)

1st and 2nd Wednesday (School)

3rd and 4th Wednesday (District)

5th Wednesday (District)

Be mindful a thorough cleaning of the building will be taking place as well

Student Wednesday Online Learning Day (Sample)

Elementary

8:00 a.m.

Breakfast

8:30 - 9:30

Reading/ELA

9:30 - 10:30

Math

10:30 - 11:00

Recess

11:00 - 12:00

Science/Project-based learning

12:00

Lunch

1:00 - 3:00

Free Time for Reading, Art projects, playing outside or online games

Student Wednesday Online Learning Day (Sample)

Secondary

8:00 a.m.

Breakfast

8:30 - 9:30

Online Learning

Complete work through Canvas

9:30 - 10:30

Online Learning

Complete work through Canvas

10:30 - 11:00

Teacher contact

Zoom or Email

11:00 - 12:00

Online Learning

Complete work through Canvas

12:00

Lunch

1:00 - 3:00

Free Time for Reading, Art projects, Music, Sports, etc.

Also a great time to set up meetings with teachers for assistance.

Student Expectations for Online Learning

Meridian Public School District Online Learning is designed to give students an engaging online learning experience that includes clear expectations and outcomes for each week. These expectations will include online and offline learning activities. The work for the week in each content area can be found in Google Classroom or Canvas in a module overview. Tools in Google Classroom or Canvas such as instructional videos, live and recorded sessions, online resources and video chats on Zoom will be used. Not all components of online learning will happen in the first few weeks, but build over time as teacher and student comfort increases.

It is important that students understand their responsibility as learners to engage in their classrooms each day. In addition, they are responsible for the same regulations as listed in their building Code of Conduct. This includes appropriate online behavior within the Learning Platform.

Online Learning Platforms

Grades K-5

Teachers in grade K-5 will launch their Google Classrooms August 10, 2020 and students will be given access codes to join each teacher's class.

Expectations for the first week of school are to teach rules, procedures, and online tools.

Grades 6-12

Teachers in grade 6-12 grade will launch Canvas on August 10, 2010 and students will be given access codes for each of their designated teacher's classrooms..

Expectations the first week of school are to teach expectations, routines, Canvas navigation, and building community.

Students must check for teacher notifications daily. Expect activities to be posted in Canvas by 8:30 a.m.

Daily Expectations for Online Learning

Establish a good work space at home (Separate space, clean and organized, have all the tools/items you need, distractions set aside, etc.)

Seek help when needed (teachers, guidance counselor, principals)

Sign into the classrooms daily- keep connected

Complete learning activities for each class by date identified by teachers. Students will be held accountable for work assigned and completed in the online platform.

Have learning materials (chromebook, headphones) prepared before learning time

Follow the Code of Conduct

Expectations for student interaction virtually with students and staff is the same expectation as if in the classroom.

Collaborate with teachers and peers using respectful language and behaviors. Proper behavior and interaction with each other online is necessary to create a positive environment .

Wear attire acceptable for school.

Be patient with yourselves and your teachers- we are all learning together!

Respond to any teacher in Google Classroom or Canvas with questions on assignments at designated time.

Student Support

Academic Questions: Classroom Teacher for the Content

If students have questions, grades K-12 students are encouraged to contact the teacher via their Google Classroom or Canvas. We encourage students to remain patient for teachers to provide a response, as teachers may be assisting other students.

Parents should contact their child's school for further assistance.

Teacher Expectations for Online Learning

The online learning environment presents a unique set of challenges that require a clear definition of educator performance. The following Best Practices and Expectations for Online Teaching are considered best practices. They identify the minimum level of interaction and management needed between students and educators to maintain a quality online learning environment. Although learning is being provided through an online platform, the expectations for high quality teaching and learning are the same.

Follow the pacing being used in the traditional setting for your online platform.

Follow consistent guidelines for managing your online course, including lesson planning, delivery of instruction, grading, and recording virtual sessions.

Monitor assignment submissions and communication with students daily to remind them of missed and/or upcoming deadlines

Early in the course, establish a regular schedule for when you will be logging in to the course and communicate this to students

Provide feedback to student inquiries within one business day.

Provide timely and meaningful feedback on student work using clear and concise language.

Communicate to your students in advance when you will grade and return all assignments and exams.
 Provide a teaching and learning environment that supports student engagement and opportunities for practice.
 Be flexible, responsive, and positive when interacting with students.
 Make sure you are able to troubleshoot log in and set up issues with technology assigned to students in advance.
 Your administrator must be added to your Google Classroom and Canvas account.
 Create a problem solving and project based approach to teaching and learning that fosters student engagement
 Teachers must be actively involved in the progression of student learning. The computer can not take the place of effective educators. Teachers touch lives in ways that are immeasurable.

Zoom Expectations

Provide the link in a timely manner to all participants.

All Zoom sessions must be recorded.

Establish Zoom classroom norms during your first session (mute feature, hand raising etc.).

Ensure students can use tools effectively (add video/audio, share screen, etc.).

Use a waiting room feature for safety and security of classroom space.

Tech Support

Tim Boutwell - Director of Technology (tboutwell@mpsdconnect.org)

LaToya Atterberry - Canvas and Google Classroom support (latterberry@mpsdconnect.org)

Amanda Hanegan - Canvas Support (ahanegan@mpsdconnect.org)

Melody Craft - Canvas Support (mpennington@mpsdconnect.org)

Keila Wright - Google Classroom (kwright@mpsdconnect.org)

5. Briefly describe the school district's contingency plan for scheduling instructional delivery to students should the district or school(s) have to close due to an outbreak.

Option C: Blended Combination of Packets and Virtual (Option A + Option B)

6. Please provide details regarding the response(s) to Question 5 above.

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Roles and Responsibilities during Online Learning

Administrators:

Support staff, students, and families in shifting to an online learning environment

Facilitate regular communication with school-based educators and families

Help educators in implementation of learning and support plan, monitor accountability

Receive guidance from Supervisor on alternative duties and follow expectations

Monitor communication among teachers and their students

Identify essential personnel to still be working in buildings

Secretaries & Office Personnel:

Retrieve and respond to phone calls and email inquiries

Provide support to school/departmental/administrator

Receive guidance from Supervisor on alternative duties and follow expectations

Maintain student/departmental/school records

Maintenance & Custodial Staff:

Conduct building walk-throughs, as scheduled by Maintenance Director

Fulfill deep-cleaning responsibilities; follow CDC guidelines

Communicate regularly with supervisors about cleaning/maintenance needs

Receive guidance from Supervisor on alternative duties and follow expectations

District Nurse(s):

Recommend guidelines to the District Office

Inform the community and staff of any important health updates.

Schedule proactive checks with families of students with chronic health concerns and those of identified high-need students (call home and check on these students at least weekly)

Provide family support by responding to district emails/phone calls

Assist building Principals with implementation of telehealth services for students

Assist Secretaries in giving medications left at school back to families

Receive guidance from Supervisor on alternative duties and follow expectations

Work closely with Greater Meridian Health Clinic

K-12 Core Classroom Teachers:

Expected to still work the contracted hours per day

Use Google Classroom or Canvas to share learning, activities, and assignments, collect and grade appropriate assignments (documentation of learning), and provide feedback to students

Be available to students and families during work hours, in addition to checking emails throughout the day

Use district curricula and resources to design and deliver instruction to students

Collaborate with colleagues to share ideas, reflect on practices, and actively support others

Receive guidance from Supervisor on alternative duties and follow expectations

K-12 Electives:

Expected to still work the contracted hours per day

Use Google Classroom or Canvas to share learning, activities, and assignments, collect and grade appropriate assignments (documentation of learning), and provide feedback to students

Be available to students and families during work hours, in addition to checking emails throughout the day

Use district curricula and resources to design and deliver instruction to students

Collaborate with colleagues to share ideas, reflect on practices, and actively support others

Receive guidance from Supervisor on alternative duties and follow expectations

Counselors

Expected to still work the contracted hours per day.

Serve as a resource for families and liaison to support students/families in crisis

Use Google Classroom or Zoom to record and provide guidance lessons, as appropriate

Coordinate with Parent Liaison, and call home to check on students and families as needed.

Collect data based on the academic, social/emotional, and career goals as set by the team each school year

Receive guidance from supervisor on alternative duties and follow expectations.

Instructional Facilitators:

Be available to students and families during work hours, in addition to checking emails throughout the day

Support educators in implementation of the learning and support plan

Provide written/video training and support to assist staff and students/families with use of school identified resources

Review, coordinate, and share learning resources for students, teachers, and families

Collaborate with colleagues to share ideas, reflect on practices, and actively support others

Interventionists:

Be available to students and families during work hours, in addition to checking emails throughout the day

Use Google Classroom, Canvas, or Loom to record lessons/provide intervention instruction, as appropriate

Schedule real-time conferences with students to assess progress and to offer assistance on work assigned by other teachers

Serve as a resource for teachers, students, and families

Early Childhood:

Provide families with designed learning ideas/supports on a daily basis

Be available to families during work hours to respond to parent questions

Special Education:

Evaluate goals for each individual student to determine if it is best to provide activities for families to practice/generalize skills OR provide a plan for alternative services

Communicate to families the team's recommendation in each area and allow parents the final decision as to which option they prefer

Attend staff meetings and appropriate IEP meetings, to be held by phone or via Zoom

Paraprofessionals/Teacher Assistants:

Communicate with building principal about greatest needs for support
 Assisting teachers with preparing instructional materials
 Take time for Professional Development
 Receive guidance from Supervisor on alternative duties and follow expectations
 Provide support for at risk students as needed.

Food Services:

Prepare and distribute Grab and Go meals
 Follow CDC guidelines for disinfecting and sanitary practices
 Receive guidance from Supervisor on alternative duties and follow expectations

Technology Department:

Monitor and support student/family/staff needs for devices and internet access
 Support staff, students, and families in shifting to an online learning environment
 Facilitate technology support (Help Desk) to students, families, and staff
 Provide written/video support to assist faculty with use of district identified resources
 Receive guidance from Supervisor on alternative duties and follow expectations

Tech Support School Teams

Principal designated teams of 3-4 teachers within the school that can provide technology support to teachers
 Facilitate technology support to students, staff, and families
 Provide written/video support to assist faculty with use of district identified resources

Athletic Coaches

Provide at-home workout options to student-athletes
 Assist student-athletes with college applications and recruitment, in accordance with NCAA guidelines
 Communicate regularly with student-athletes (check-in calls)
 Receive guidance from Supervisor on alternative duties and follow expectations

District Office:

Create, distribute, and coordinate the plan for the school district
 Accounts Payable & Receivables will continue as normal to communicate with vendors, employees, and the public
 Communication with parents, employees, and the public will continue with normal operations in compliance with government directives
 Assist educators in implementation of the learning and support plan
 Review, coordinate, and share resources in support of students and teacher wellness
 Provide planning and design assistance to teachers and/or school leaders, collaborating online via Zoom
 Employees will receive guidance from direct Supervisor on alternative duties and follow expectations

Communications:

Send timely, consistent messages to school families and staff
 Prepare and send press releases to media and community entities
 Continue to attend Administrator and District Planning meetings
 Receive guidance from Supervisor on alternative duties and follow expectations

7. How does the district plan to ensure mastery of content for Carnegie credit courses?

MPSD will use Canvas and Edgenuity to ensure students have access to content needed to earn Carnegie units. Teachers will be actively zooming and monitoring student progress. Coounselors have developed an Individual Graduation Plan for each student. They have communicated that plan to both the parent and student. Students with IEP's will be in close contact with students with disabilities to continue to provide services based on the IEP. Continuous communication with parents and students will occur regularly as students earn Carnegie units.

8. How will the school district take attendance in a hybrid or virtual schedule?

Attendance monitored by learning management system (LMS)

9. Provide a link to the LEA-defined policies being used to meet the criteria for reporting students present in a virtual learning environment.

<https://meridian.msba policy.org/DistrictPolicies/PolicySelections/IIInstructionalProgram/tabid/5537/Default.aspx>

10. How will the school district provide transportation?

Bus routes with reduced student capacity (windows open, masks on bus, cleaning schedule, seating arrangement based on loading order / unloading order):

11. Provide details for the response to Question 10 above regarding bus routes (as noted in the parentheses - windows, masks, cleaning, seating, loading / unloading, etc.).

Transportation:

Parents who are able are being encouraged to drop-off and pick-up their child(ren) from school.

Regular bus routes

Bus routes with reduced student capacity

Adjustments to bus drivers schedules are being made to accommodate the bus stops with large student numbers.

Parents are encouraged to check their child's temperature before they leave home.

All students must wear a mask on the bus. If they do not have one, the bus driver will provide a mask before they enter the bus.

Windows will be down

Buses will load from the front and the students will proceed all the way to the back of the bus to assist with social distancing and decrease student interaction.

Buses will be sanitized daily and inbetween drop-off and pick-up routes.

12. Where will the school district provide meals to students?

Classrooms

13. Provide details for the response to Question 12 above regarding student meals.

Food Services:

Meals will be provided to all students in the classroom.

All desks will be wiped down with disinfectant wipes before and after each meal.

Students will be given hand sanitizer before eating.

Grab and Go breakfast and lunch will be delivered to the classroom by cafeteria staff. When social distancing is possible, students will eat in the cafeteria.

If a student brings lunch from home, it must be in a brown bag or something similar that can be disposed of daily.

Drinks should not be brought in a thermal mug or cup. All food and drink items must be disposable.

A plan for feeding students on virtual learning days will be released before the start of school in August.

14. What is the planned student start date for the fall semester?

08/10/2020

15. What is the planned student end date for the fall semester?

12/18/2020

16. What is the planned student start date for the spring semester?

01/05/2021

17. What is the planned student end date for the spring semester?

05/26/2021

18. Does the district plan to require masks of students and adults while being transported and on campus?

Masks required of all individuals

19. If requiring masks of students, what ages / grade levels will be required to wear a mask?

Pre-K (ages 3-4)

Lower elementary school (grades K-2)

Upper elementary school (grades 3-5)

Middle school (grades 6-8)

High school (grades 9-12)

20. Which of the following cleaning and sanitation topics are addressed in the district's comprehensive plan?

Buildings, classrooms, and common areas

Food and nutritional service areas

Transportation (buses, service areas, and equipment)

Areas associated with co-curricular or extracurricular events

21. How will the district identify and address the needs of students and staff with underlying health conditions?

If a staff member has underlying health issues and concerns about returning to work, they would contact the Director of Human Resources, Kimberly Kendrick.

If parents have concerns about an underlying health condition, they can contact their school administrator and/or the Director of Student Services to discuss learning options available.

All students in the Meridian Public School District are offered a virtual/online learning option.

22. Who is responsible for overseeing health and safety within the district?

The district has three school based clinics through a partnership with Greater Meridian Health Clinic to address the immediate needs of staff and students.

MPSD employs 3 school nurses.

23. How does the district intend to ensure safety of students, staff, and spectators involved in co-curricular and extracurricular activities (athletics, band, choir, etc.)?

There will be no large assemblies beyond the number recommended in CDC guidelines. Social distancing practices will be used with any assemblies.

Masks strongly encouraged at outdoor events and required at indoor events

Social distancing will be enforced

Temperature checks for all students

Sterilization of equipment daily

We will follow guidelines as outlined by MHSAA

<https://www.mpsdk12.net/Page/1673>

24. How will the district provide technology and academic support to families?

Details:

We will provide virtual parent teacher conferences by appointments with individual teachers.
 We have a checkout process for technology devices and consent form parents sign
 A district email address and help line is set up for parents.
 Weekly, if not daily, contact with parents who need assistance.
 The district is working with local partners to establish hot spots throughout the community.

COMMUNICATIONS

How will the district communicate its comprehensive plan regularly with families?
 Via mass email, text, and phone calls that can be pushed out through our automated system
 Personal phone calls by administrators to parents
 Social media
 Local news media

Point of contact: Matt Davis, Public Relations Director
 Hotline or phone number: 601-483-6271
 Dedicated email address: info@mpsdconnect.org
 Dedicated website address: www.mpsdk12.net
<https://www.mpsdk12.net/domain/196>

25. How will the district communicate its comprehensive plan regularly with families?

Point of contact: Matt Davis
 Hotline or phone number: 601-483-6271
 Dedicated email address: info@mpsdconnect.org
 Dedicated website address: <https://www.mpsdk12.net/domain/196>

26. How will the district communicate with families should there be an outbreak that necessitates immediate closure?**Details:**

The District will utilize several different communication methods to alert parents should schools need to be closed.
 We will send out messages through our mass notification system that can send messages to parents via phone call, text message, email, mobile app, and social media channels simultaneously.
 We will relay the message to local media outlets so that they may report the news as well.

User Information

Name:	Dexter Jordan	Email:	djordan@jdcasd.org
Location:	Prentiss	Company:	Jefferson Davis County
Position:	Superintendent	IP Address:	75.65.94.239
Started:	07/31/2020 1:01:53 PM	Completed:	07/31/2020 2:04:20 PM
Time Spent:	0 days, 1 hours, 62 minutes, 3747 seconds, 3747000 milliseconds	Custom 1:	
Custom 2:		Custom 3:	

1.

User Registration saved into database, view on user list page, export, or user data at top of this report page.