CCSD RETURN-TO-SCHOOL PLAN

2021-2022 SCHOOL YEAR

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OVERVIEW

This document is structured to outline in-person return to school. The school district intends to execute a complete in-person return-to-school approach while maintaining consistent educational experiences and outcomes for all our students. To ensure that we are meeting the needs of our students, this document also contains work expectations for all faculty and staff of the district. Faculty and staff members are to use this document to ensure that their time effectively supports the mission of the Claiborne County School District.

This guidance will be used by the district as a general parameter, along with current MSDH and CDC guidance, to formulate school-specific plans regarding interactions of teachers, staff, parents, visitors, and students along with the use of school facilities. The number one consideration of this plan is to prioritize the safety of all students and staff while providing the most equitable and most highly effective education possible regardless of the schedule run by each school site.

Students will return to school in person on August 6, 2021 on a daily in-person basis.

DISCLAIMER: As educators, we feel it is important to share that we strongly believe face-to-face instruction is the most beneficial academic and social emotional instructional model. **Due to the fluid nature of the circumstances, these plans are subject to change.**

Academic Programming

OVERVIEW OF CONTINUITY OF SERVICES

The Claiborne County School District will ensure the continutity of services for the academic needs of all students through myriad of instructional practices to include evidence-based instructional strategies, the multi-tiered systems of support, and districtwide assessments, tutoring (in school / after school) and extended school year services.

EVIDENCE-BASED INSTRUCTIONAL STRATEGIES

Clarity and Rapport are key foundations for effective teaching. Evidence-Based Instructional Strategies help to provide clarity in organization, conveying ideas, transparency in learning goals and assessment strategies, and build rapport through sharing ideas with students, checking in with students regularly, and encouraging peer interaction, with ongoing support and monitoring by the teacher. These instructional practices help to reduce the instructional learning gap that may be present due to the onset of the COVID-19. Evidence-based instructional strategies are used districtwide and may vary at each school sire. An evidence-based teaching strategy is any approach to teaching that is supported by research and backed by evidence that it is effective. The instructional strategies listed below have and will continue to be incorporated into the instructional program.

The Gradual Release Model: I Do, You Do, We Do – The Gradual Release Model is a best practice instructional model where teachers strategically transfer the responsibility in the learning process from the teacher to the students (Fisher & Frey, 2008).

Explicit, direct instruction in reading and math – Explicit Direct Instruction helps teachers deliver effective lessons that can significantly improve achievement for all learners, including English language learners and students with special needs (Hollingsworth, 2008).

Questioning to check for understanding throughout the lesson sequence – Questions allow the teacher to know how well the material has been learned and whether there is a need for additional instruction (Rosenshine, 2012).

Graphic Organizers and note-taking strategies – Graphic Organizers help students to process information in both visual and verbal form. They are also helpful in helping to form mental images for concepts/ideas to reinforce their meanings (Gonzalez, 2017).

Ongoing guided practice opportunities and personalized feedback to students – Guided practice with feedback creates and implements structured practice sessions that combine intentional, scaffolded (or graduated) practice with new knowledge and skills combined with coaching and formative (as they are increasing in mastery) feedback (Schiffmann, 2020).

Providing "cold reads," or passages that students have not seen before in reading and ELA to build students' reading stamina as well as assess fluency and comprehension – A cold read is when a student reads a text they have never read before. This provides baseline data for fluency (Telesman, 2018).

Flexible cooperative learning groups, one-on-one instruction, and small groups – Flexible groups help students practice content in a variety of ways throughout a unit. Students can work together according to similar interests, as partners, or in small groups needing to learn specific skills (Knight, 2013).

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

The Claiborne County School District (CCSD) is committed to meeting the individual needs of each student. We will make every effort to align instruction to students' learning styles so the curriculum is delivered in the most effective way. The district adheres to the 3-tiered model set forth by the Mississippi Department of Education.

1. Providing High Quality Instruction
The district's instructional platform has changed to accommodate students via distance/virtual learning. High quality instruction is provided to students daily using a plethora of instructional resources. Daily class sessions (face-to-face or virtual) and class assignments are aligned to meet. The universal screener is used to identify those students who are likely to have academic or behavioral problems within the school environment and who need appropriate preventative intervention. The screening process takes place at both the elementary and secondary levels.

2. Monitoring Progress Frequently
Students in grades K-11 are provided universal screeners three times per year. Students are administered the universal screeners at the beginning, middle and end of the year. Universal screeners are provided via STAR and I-Ready. Upon receiving the results from universal screeners, each student is provided a prescribed individual learning plan with evidence-based interventions. Teachers and administrative teams ensure students receive the noted interventions and track the progress of the students. Student data is discussed during weekly professional learning communities (PLCs) at each school site. PLC meetings vary at each school site.

3. Make Decisions about Changes in Instruction
Data is collected and analyzed at the school-wide, classroom, and individual level to make informed decisions regarding curriculum, instruction, and environment. Some key sources of information that is analyzed during PLC meetings include but is not limited to universal screener or progress monitoring data, grades, portfolios, and work samples.

SPECIAL EDUCATION

DISCLAIMER: As educators, we feel it is important to share that we strongly believe face-to-face instruction is the most beneficial academic and social emotional instructional model. **It is highly recommended that students of special education physically attend school via face-to-face.**

Students receive instruction in a functional skills classroom will use the hybrid and virtual instructional models for providing quality instruction. Support services including Special Education and Gifted (Destiny Gifted) will follow one or more models:

- Staff wearing PPE will pull a student out individually or with classroom peers to provide services.

- Staff will pull a student out with non-classroom peers. All staff and students will wear PPE and social distance as much as possible given room constraints.

Accountability Logs

Teachers of Special Education are required to maintain monthly accountability logs noting the students who attend school via the hybrid or virtual model as well as providing related services and addressing annual service goals as documented in students' Individualized Education Programs (IEP). Teachers are required to submit monthly accountability logs to the special education director. The noted logs are reviewed and feedback is provided to teachers. The accountability logs and are filed at the central office.

Pull-Out Sessions

Students are provided pull-out sessions in order to address the noted service goals and related services via face-to-face interaction or break-out rooms within the Zoom platform. Remediation and tutorial support for students are provided Wednesdays through Friday (days and times may vary for each school site). Ongoing Progress Monitoring and additional instructional support is provided via the Moby Max platform. Moby Max is an integrated curriculum and teaching system with progress monitoring tool to help close academic gaps through adaptive learning.

Teacher's Zoom Attendance & Collaboration with General Education Teachers

Teachers of Special Education collaborate with the general education teacher and are present on Zoom to assist students with content area assignments and assessments.

Collaboration with Parents

Teachers of Special Education collaborate with parents to assist face-to-face students on specific days with incomplete assignments. During the Fall semester, teachers ensured that all students/parents receive the instructional packs and they understand the directions. Teachers will continue to collaborate with parents and assist students with incomplete assignments.

Extended School Year (ESY) Services

Extended School Year (ESY) Services are provided annually. In determining eligibility for services for each student, there are five required forms that the Mississippi Department of Education's Office of Special Education requires the IEP Committee to utilize in helping to reach its decision. These include the Regression-Recoupment Tracking Form, the Determination of Critical Skills Form, the Critical Point of Instruction Tracking Form, and the Extenuating Circumstances Tracking Form. The CCSD will follow the procedures for determine the need for ESY as outlined by the Mississippi Department of Education Office of Special Services.

<center>**DISTRICT-WIDE ASSESSMENTS**</center>

Listed below are the types of assessments that are used throughout the district. A brief description is provided for each assessment type.

1. Teacher made assessments are administered on a weekly/ bi-weekly basis. They are used as instructional checkpoints regarding student mastery of content.

2. **Projects** are cumulative performance-based assessments in which students compose or demonstrate learning over a period of time. There is an end-product and may also include a presentation of this product to the class.

3. **Presentations** are speeches, recitations, oral deliveries, verbally guided PowerPoints, etc. in which students speak about learning in front of an audience face-to-face (teacher, student, parents, etc.)

4. **Quizzes** are announced/unannounced assessments that occur after sufficient teaching and learning have occurred. This should be done in the classroom or virtually when the teacher is present.

5. **Exit Tickets, independent practice, and other activities** that occur within the class or virtually after sufficient teaching and learning have occurred are considered Classwork.

6. **Nine weeks benchmarks** are provided by Educational Learning Solutions (ELS). Assessments are aligned to the Mississippi Academic Assessment Program (MAAP). Assessments are administered to students via in-person delivery or virtually in the areas of ELA, Math, Science (5th, 8th, & Biology) and U.S. History.

7. **Diagnostic Assessments** are administered to students district-wide in the areas of ELA and Math. Diagnostic assessments will be administered to students via in-person delivery or virtually. These assessments are provided by STAR (grades pre-K-2 & 9-11) I-Ready (grades 3-8) and are administered at the beginning of the year (August), middle of the year (January) and end of the year (April/May).

To ensure the integrity and reliability of each type of assessment given, we will ensure to the greatest extent possible that testing conditions are as close to the norm as possible. This will include bringing students to school campuses to test when appropriate and/or proctoring assessment given at home via Zoom or other virtual means.

TUTORING

Ongoing tutoring will occur throughout the year and in various manners. The District will offer in-school and after-school tutoring to students in grades K – 12.

EXTENDED SCHOOL YEAR

Extended School Year will occur at the close of the regular school year session. Extended School Year will address the core subjects and will provide an individual approach to help close the learning gap for all students.

CONTINGENCY PLAN FOR SCHEDULING INSTRUCTIONAL DELIVERY DUE TO AN OUTBREAK

Complete Virtual Model
Students in grades Pre-K through 12th grade will attend school virtually for five (5) days each week. This option has been provided for parents/guardians who are concerned about face-to-face instruction for their student due to COVID-19.

Students will complete and submit all work via the computer. Paper instructional packets are not an option for the complete virtual model of learning.

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consideration should be taken when making the decision to participate in the COMPLETE VIRTUAL MODEL.

DESCRIPTION:

COMPLETE VIRTUAL MODEL (GRADES PRE-KINDERGARTEN THROUGH TWELVE)

Parents/guardians who are concerned about face-to-face instruction for their student due to COVID-19 or parents of medically fragile students are given the opportunity to apply for the COMPLETE VIRTUAL model.

The following considerations should be considered if a student is granted approval on the complete virtual model:

- Students in complete virtual learning will be enrolled at their regular school, but they will participate in virtual learning and complete their assignments at home.
- Teachers will assist students in working through weekly assignments using interactive and independent activities.
- The content and the pace will match traditional school curriculum experiences.
- Virtual learning students must be committed to online learning.
- Students will use technology for both synchronous (real-time) and asynchronous (video) learning experiences.
- Teachers will engage students in learning experiences based on a clearly defined schedule.
- Students with special needs will be supported by the classroom teacher as well as other support staff.
- Parents/guardians will provide additional support and guidance with learning outcomes.
- The Virtual Model, where approved, will ensure personalized, individual learning for students while they work from home.
- The delivery of instruction and submittal of assignments will be provided for students via virtual interaction.
- **Students will complete and submit all work via the computer.**
- **The entire district will transition into the complete virtual model if school or district closure is necessary, as determined by state and local officials and/or the Governor's Executive Order.** If the school or district must move to the Complete Virtual model, the district will notify families. Students will:

  - Continue learning with their same teacher/s and classmates.
  - Will use CCSD Learning Management Systems (Google Classroom/Canvas) and technology-free tools, where needed.
  - Will access learning daily through virtual learning on Monday through Friday using interactive and independent activities. Students will use Zoom Video Conferencing with their teacher/s.
  - Will continue instruction including the teaching of new material using the course pacing guide, graded assignments and assessments.
  - Will meet the same attendance and seat time requirements as face-to-face classes.

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LEARNING MANAGEMENT PLATFORMS FOR ONLINE LEARNING

The CCSD will utilize two learning management systems.

- Google Classroom for lower elementary school, which is provided through the CCSD's Google Accounts
- Canvas for upper elementary, middle and high schools
- Technology platforms enable teachers and students to communicate securely.

CCSD is also using video conferencing tools to support digital learning.

- Zoom Video Conferencing which will be used for video and audio conferencing
- CCSD will continue to offer teachers opportunities for professional development and resources that support the diverse needs of our learning community.

MONITORING OF STUDENT PROGRESS

Student progress monitoring helps teachers evaluate how effective their instruction is, either for individual students or for the entire class. You are probably already familiar with the goals and objectives that must be included in the Individualized Education Plan (IEP) for each child who receives special education services.

A teacher who uses progress monitoring works with the goals in the IEP, and the state standards for the child's grade level, to develop goals that can be measured and tracked, and that can be used to divide what the child is expected to learn by the end of the year into shorter, measurable steps. For example, the child may have a reading goal that is stated in terms of the number of words per minute expected by the end of the year. Or, the child may have a math goal that is stated as the number of problems scored correctly on tests covering the math content for the year. Once the teacher sets the goals and begins instruction, then he or she measures the child's progress toward meeting the goals each week. All the tests have the same level of difficulty, so the weekly tests can reflect the child's rate of progress accurately. With each test, the teacher compares how much the child is expected to have learned to the child's actual rate of learning.

STAFF OBSERVATION AND FEEDBACK

The Mississppi Professional Growth System (PSG) will be used to provide ongoing feedback and to inform continuous improvement for both teachers and administrators. The PGS will be administered in-person and virtually.

SOCIAL EMOTIONAL LEARNING AND CONSULTANTS

Social emotional learning will be incorporated into the daily instructional routine using available technology. Academic and SEL Consultants will begin providing student supports and mental health services during the 2021-2022 school year. These ervices may be face-to-face or via Zoom.

GRADING

Grades will be assigned based on the CCSD grading scale.

90-100 = A
80-89 = B
70-79 = C
65-69 = D
64 and Below = F

GRADUATION AND PROMOTION

The district will follow graduation requirements in the student handbook aligned to district policy and guidelines outlined by the Mississippi Department of Education. All students will be required to come to school for all major district and state tests.

Mississippi Traditional Pathway 24 Credits		Mississippi Career Pathway 21 Credits minimum MS Code 37-16-17 Does not meet IHL requirements		District Option 21 Credits Does not meet IHL requirements	
Beginning school year 2008-2009 and ending with school year 2017-2018		Entering eleventh graders 2010-2011 ending with incoming ninth graders in 2016-2017			
Graduation Requirements	Required Subjects	Graduation Requirements	Required Subjects	Graduation Requirements	Required Subjects
English	4 units Must include: English I, II	English	4 units Must include: English I, II	English	4 units Must include: English I, II
Math	4 units Must include: Algebra I	Math	3 units Must include: Algebra I	Math	4 units Must include: Algebra I
Science	4 units Must include: Biology	Science	3 units Must include: Biology	Science	3 units Must include: Biology

Social Studies	4 units Must include: 1 World History 1 U.S. History ½ Geography ½ U.S. Gov't ½ Economics ½ MS Studies	Social Studies	3 units Must include: 1 – U.S. History ½ - U.S. Gov't ½ - MS Studies	Social Studies	4 units Must include: 1 World History 1 U.S. History ½ U.S. Gov't ½ MS Studies
Health	0.5 unit Must include: Comprehensive Health or Family & Individual Health or Allied Health I/Health Science I or JROTC I or JROTC II	Health and Physical Science	0.5 unit Must Include: Comprehensive Health or Family & Individual Health or Allied Health I; Health Science I or JROTC I and JROTC II or PE	Health/ Physical Education	
Business & Technology	1.0 units Must include: Computer Application and Keyboarding or ICT II	Business & Technology	1.0 units Must include: Computer Applications and Keyboarding or ICT II	Business & Technology	
The Arts	1 unit Must include: Any				
Physical Education	0.5 unit May include participation in band, dance, JROTC, interscholastic athletics	Physical Education	See Health and Physical Education		
Electives	5.0 units	4 units of Career and Technical Education Electives and 2 ½ units of electives	From student's program of study		4 units of CTE Electives or 540 hours of successful, paid employment
TOTAL	24	TOTAL	21 Units	TOTAL	21 Units

TESTING	Must pass MAAP Assessments: U. S. History, English II with Writing, Biology I, Algebra I	TESTING	Must pass MAAP assessments: U. S. History, English II with Writing, Biology I, Algebra I	TESTING	MAAP assessment testing in subject-area is dependent upon IEP.

Health and Safety

COVID-19 OVERVIEW

- Respiratory virus that spreads in manner similar to the flu
- Similar symptoms with some additional manifestations (loss of taste and smell)
- Primarily via air but also contaminated surfaces
- Incubation period roughly 5 days (up to 14 days)
- Contagious up to 10 days from onset of symptoms
- Asymptomatic spread common (asymptomatic and pre-symptomatic)
  - Wearing a mask is 80% to 90% effective in preventing sick people from spreading virus Case

To mitigate the spread of COVID-19 in our schools, we will identify possible cases, isolate positive cases, and conduct contact tracing in collaboration with the Mississippi State Department of Health (MSDH). We are asking all to follow these CDC guidelines to protect yourself and others:

- Stay at least six feet from other people, when feasible.
- Cover your mouth and nose with a mask/covering when around others.
- Avoid close contact with people who are sick, even inside your home.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit. Throw used tissues in the trash.
- Clean and disinfect frequently touched surfaces daily.
- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- Take your temperature if symptoms develop.

The superintendent will oversee health and safety in Claiborne County School District through a team approach as various departments heads and/or members will deem vital to ensure the continuity of exhibiting health and safety protocols.

How do we determine when a student or employee should be quarantined?

Students and employees will be asked to **isolate** if they test positive for COVID-19 or **self-quarantine** if they exhibit symptoms of COVID-19 based on CDC guidance that is not otherwise explained:

- Fever of 100° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Nausea, vomiting, diarrhea

What types of screening will be implemented?

CCSD has implemented screening protocols for anyone that enters CCSD buildings, which may include asking questions about symptoms and examining people who appear healthy and asymptomatic.

- **Self-Screening**: We will require students, parents, and employees to **self-screen** for COVID-19 prior to coming to school. The first self-screening process begins AT HOME. (Appendix C)

Assess for COVID-19 using the following CDC protocol every morning before coming to school:

- Has the student had a fever of 100° F or greater within the last 24 hours?
- Does the student currently have one or more of the following that cannot be otherwise explained?
    - Shortness of breath or difficulty breathing
    - Unexplained fatigue
    - New or worsening cough, runny nose, congestion, or headache
    - Chills
    - Muscle pain
    - Sore throat
    - New loss of sense of smell and/or taste
    - Nausea, vomiting, or diarrhea
- Has the student come into close contact with anyone that has tested positive for COVID-19 in the last 14 days, with anyone that is currently awaiting a COVID-19 test result, or anyone who has exhibited more than one of the symptoms listed above?

If the answer to any of these questions is "Yes," families should keep the student at home, and notify the school of your child's absence. Confidentiality will be maintained at all times.

***Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

- **Temperature Screening**: *1st Check* - Parents are required to check their child's temperature before they leave home. Employees are required to check their temperature before they leave home. *2nd Check* - Student and employee temperatures will be checked when they arrive to school.

How will students/staff be separated while in school if exhibiting symptoms?

Each school will have an isolation room or space separate from the nurse's office where students or employees who may have COVID-19 will wait to be evaluated or for pickup. Only essential staff and students assigned to the room may enter. Each person who enters the room will sign in to create a record for potential contact tracing, and the room will be disinfected several times throughout the day. Strict social distancing is required, and staff will wear appropriate personal protective equipment (PPE). Students who are ill will be walked out of the building to their parents.

What will happen when there is a confirmed case of COVID-19 in the school building?

- When there is confirmation that a person infected with COVID-19 was in a school building, CCSD will contact the local health department immediately.
- CCSD will notify parents, students, and employees of close contacts to inform them of the confirmed case of COVID-19 and encourage cooperation with the CCSD assigned COVID-19 contact and the Mississippi State Department of Health district assigned contact to trace contacts with the individual.
- The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the health department.

What are the face mask/covering requirements?

In order to protect our students and employees, face masks/coverings are required for all students and staff. The CDC and the MSDH indicate that masks/coverings are beneficial in preventing the spread of COVID-19. Wearing a face mask/covering could prevent the district from having to move to a complete VIRTUAL or DISTANCE LEARNING scenario.

- All are required to wear a mask.
- We will have "mask down" times and areas where 6 ft. social distancing is possible and where the students and employees are seated.
- Teachers will have a "mask down" instructional area in the classroom with at least 6 ft. social distancing to be used when the teacher needs to remove his/her mask for instructional purposes and for consuming meals.
- Masks shall be worn in common areas, transitions, class changes, and holding areas.
- EXCEPTION: Face masks/coverings will be **REQUIRED** on buses due to the inability to social distance.

Face Mask/Covering Information

- The district asks students and employees to provide their own face mask/covering daily.
- The district will provide disposable masks to students and employees to begin school.
- The district will keep masks on hand for those who may forget periodically.
- The district will provide facial shields for students and employees.

SCHOOL CONTACT TRACING PROCEDURE FOR POSITIVE COVID-19 CASE

Follow the district plan for prevention of spread of infection to students and staff in the school setting.

- If a case of COVID-19 is reported in the school, the school should identify contacts and determine whether individual contacts can be identified, or if an entire group should be considered contacts based on the classroom or group dynamics (for example, a football team)

- To more easily identify the level of contact, the school has implemented assigned seats with a copy of the seating chart for each class to assist in their identification of contacts. To more easily identify the level of contact, transportation has implemented assigned seats with a copy of the seating chart for each bus to assist in the identification of contacts.
- The school COVID-19 personnel and/or district COVID-19 personnel will consult with the Mississippi Department of Health liaison to confirm close contacts to the COVID-19 positive case(s) and garner recommendations for isolations and quarantine based upon the COVID-19 positive case scenario.
- District/school will notify the positive case (either employee or student) of the need for 10-day isolation and exclusion.
- District/school will notify the families of the status of their child's contact and the need for 14-day quarantine (may be lesser time of quarantine due to the December 3, 2020 guidance) and exclusion. District will notify applicable staff of their contact and the need for 14-day quarantine (may be lesser time of quarantine due to the December 3, 2020 guidance) and exclusion.
- Notify the group where the case occurred, or in some instances, notify the school, that a case of COVID-19 has been identified.
- The district uses standard COVID-19 notification letters as issued by the MSDH to be disseminated to families and staff.

Note: all contact tracing is conducted on a case-by-case basis. Per the cases, it may be a need to quarantine a class/group, a grade, or a school depending on the scenario and the close contacts associated with the positive case.

HEALTH AND SAFETY MEASURES FOR EXTRACURRICULAR ACTIVITIES

Each extra curricular activity organization will submit updated comprehensive plans of operation for the 2021-2022 school year that will address students, staff, and spectators. The comprehensive plan will be approved by the superintendent to address health and safety protocols around students, staff, and spectators for each individual sport.

OTHER HEALTH AND SAFETY MEASURES

CCSD continues to focus on the health and safety of our school community. We have designed health and safety protocols to minimize the exposure and spread of COVID-19 to students and staff, such as managing student and staff arrivals at school, maintaining safe social distancing, and increasing other healthy habits while in school buildings.

- School nurses will be available on each campus to support health needs.
- All employees will be trained on CDC guidance to reduce the likelihood of COVID-19 transmission.
- Daily screening protocols will include symptom screenings for employees and students.
- All employees are required to wear face coverings or shields (over the nose and mouth) unless there is a verified medical reason as to why they cannot or if they work alone in an isolated area. All employees who prefer not to use their own face mask will be provided a disposable mask
- Face masks/coverings are **REQUIRED** for students riding school buses since social distancing is not possible.

- Hand sanitizer and tissue will be available and frequently used throughout the school day.
- Soap and paper towels in restrooms will be replenished throughout the day.
- Hand-washing instructions and regular reminders will be reviewed.
- Daily health screenings will be implemented for all students and employees.
- A system to signify students who have had their daily health screening will be implemented.
- Social distancing in hallways and common areas will be maintained.
- Students and employees should socially distance by remaining six feet apart to the extent possible.
- Schools will identify isolation space for students who do not pass arrival screenings and/or become ill with COVID-19-related symptoms and must wait for parent pick up.
- Schools will require students and employees to stay home if they, or anyone in their household, have tested positive for COVID-19 and/or are showing any symptoms.
- Schools will implement site-specific student registration procedures to maintain building safety, social distancing guidelines, and sanitation. Please contact the school office/ website for more details.

ADDITIONAL HEALTH MEASURES REGARDING AIR QUALITY

The district will improve the air quality by purchasing air purifiers, by replacing windows where needed, and by updating the air conditioning systems where needed at each school site. The district will also create ventilation in restrooms at each school site.

CONSIDERATIONS FOR STAFF AND STUDENTS WITH UNDERLYING HEALTH CONDITION

All faculty, staff, and students will be required to attend school face-to-face for the 2021-2022 school year. Virtual options will only be considered for staff and students with documented medical confirmation of underlying health conditions. Virtual attendance of faculty, staff, and students must be approved by the superintendent prior to its occurrence.

Screening Procedures and Mitigation Considerations for Schools

- The building principal or a COVID-19 Contact at the worksite will be responsible for COVID-19 issues and their impact at the workplace.
- The district and school will develop continuity plans for significant absenteeism. Cross train employees you need to conduct the business of the school.
- The district, in collaboration with the schools will establish an emergency communications plan. Identify key contacts (with back-ups), chain of communications (including faculty and staff), and processes for tracking and communicating about status of school and operations.

Preparing for When Someone Gets Sick

- Advise Staff and Families of Sick Students of Home Isolation Criteria
- District employees shall provide a copy of the diagnosis certificate to their supervisor when work is missed due to COVID related quarantine and etc.
- Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.

- This information should be communicated to all stakeholders through home mail-outs, on the district/school website, and on the district's Facebook page. This information will be required to be covered in all school's spring professional development session in January 2021.

Isolate and Transport Those Who Are Sick

- Ensure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (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.
- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick.
  - Staff and students with symptoms will be isolated in the isolation room, or some other designated location, until they can be picked up or leave campus (See Appendix A)
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If we are calling an ambulance or bringing someone to the hospital, the district / school will try to call first to alert them that the person may have COVID-19.
- Utilize the School Resource Officer (SRO) or office staff in contacting the ambulance and ask that they notify of COVID-19 concerns.
- This information should be communicated to all stakeholders through home mail-outs, on district/school website, the district's Facebook page. This information will be required to be covered in all school's spring professional development session in January 2021.

Clean and Disinfect

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting have occurred. The Maintenance Director should be notified of possible infection. Room will be quarantined per guidelines.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

Facilities Management Safety Measures

- Remove soft furnishings, toys that are hard to disinfect, and personal items that reduce usable class space.
- Arrange classrooms to ensure the most social distancing footage possible is utilized between student seating areas. Tables and desks should face the same direction.
- Provide each classroom with hand sanitizer and disinfectant cleansers.
- Ensure all campuses have an allotment of PPE and cleaning disinfection material on site each week.
- Train all CCSD employees to follow health safety protocols.
- Conduct enhanced daily cleaning of high touch areas throughout the day.
- Modify daily cleaning schedules to ensure each space is sanitized and disinfected multiple times a day.

- Conduct enhanced after school cleaning.
- Disinfect classrooms between classes or as often as feasible.
- Provide all campuses with no-touch thermal temperature thermometers.
- Provide campuses with student desks and tables to help with social distancing
- Provide sneeze guards/privacy shields to students and teachers to help minimize the spread
- Use only bottled water.   Regular water fountains will be disabled.
- Provide hand sanitizer stations.
- Install Plexi-Glass sneeze guards in various locations.
- Students, faculty, and staff who develop symptoms of COVID-19 or who have been exposed to someone suspected of or confirmed with COVID-19 should contact their medical provider immediately.
- Tested individuals will be asked to quarantine until receiving test results from a Health Care provider. They will be given instructions from their doctor on what to expect next along with CDC guidance for at home care.

Investigation and Outbreak Response

- Students and staff will become infected with COVID-19 (whether through transmission in the community or within the school)
- All COVID-19 cases must be isolated at home for 10-day isolation
  - Can return if no fever for at least 3 days without use of fever reducing medicines (ex. Tylenol)
- Close contacts to COVID-19 cases must be quarantined for 14 days
  - As of December 3, 2020: Quarantine can end after Day 10 of exposure without testing **and** if no symptoms have been reported during daily monitoring.
  - *As of December 3, 2020: Where COVID testing is readily available,* then quarantine can end after Day 7 if the individual tests negative **and** if no symptoms were reported during daily monitoring.
  - The CDC recommends a COVID test on or after Day 5 after exposure, and for the individual to quarantine until at least Day 7.
  - In both cases (December 3, 2020), continued symptom monitoring and masking through Day 14 are highly recommended.
  - The safest scenario is still to quarantine for 14 days, as this option is most effective in reducing the risk of transmission.
- Source Control and Safety measures in schools can prevent most transmission
- District will follow general guidance of CDC

Reporting COVID-19 Positive Cases

- Parents must report a student's positive test to the school principal or school nurse.
- Employees must report positive tests to their supervisors.
- Schools must report the names of all students and employees who have tested positive for COVID-19, or who have been exposed to persons who have tested positive for COVID-19 to the designated district personnel.

- The District COVID-19 Contact Person will communicate with the MSDH and appropriate campus departments to ensure that proper safety precautions, including but not limited to, contact tracing, isolation procedures, and disinfecting of workspaces/departments can be conducted.
- The anonymity and confidentiality of persons with COVID-19 will be protected and their identity will not be disclosed publicly.

Case Response for COVID-19

If a case has been identified in students or staff members, the following responses are required for notification:

- In most instances the school will become aware before MSDH. Notify local Epidemiology staff when student or staff tests positive.
- MSDH will notify the school when aware if case has not previously reported. Parents will be encouraged to notify the school as well. In the event MSDH is aware of COVID-19 case, school will be notified.
- The school should communicate the expectation that all cases must be reported to the school and the individual must isolate at home for a 10-day period.
- Parents should be notified when a student or teacher tests positive - this may be targeted notification based on the group size.

Outbreak

- In the event of an outbreak (equal to or greater than 3 cases in any group, e.g., class, team) – all group members will be quarantined for 14 days.
- Closure of School Building (or School) will occur when:
  - 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:
    - Multiple spontaneous 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 and staff absences
    - Re-opening – minimum 14 days appropriate

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, favorite restaurant, or the local shopping mall

-

SAMPLE PARENT NOTIFICATION

- A student (teacher/coach) in your child's class (group/team) has been diagnosed with COVID-19
- All individuals should monitor for symptoms and consult your child's physician as needed.
- Some children (teacher/coach) may receive a separate notification to quarantine at home for 14 days.
  - Contacts of persons with COVID-19 should monitor themselves daily for presence of these symptoms of COVID-19 and should contact their healthcare provider if they develop symptoms.
  - Most people have mild illness and are able to recover at home.
  - Individuals should seek immediate treatment if they have emergency warning signs, including trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face.
- As of December 3, 2020: Quarantine can end after Day 10 of exposure without testing **and** if no symptoms have been reported during daily monitoring.
- *As of December 3, 2020: Where COVID testing is readily available,* then quarantine can end after Day 7 if the individual tests negative **and** if no symptoms were reported during daily monitoring.
  - The CDC recommends a COVID test on or after Day 5 after exposure, and for the individual to quarantine until at least Day 7.
  - In both cases (December 3, 2020), continued symptom monitoring and masking through Day 14 are highly recommended.
  - The safest scenario is still to quarantine for 14 days, as this option is most effective in reducing the risk of transmission.
- As a reminder, always keep your child home if they are ill.

Steps to Take After Being Tested

- Isolate yourself if you have symptoms of COVID-19
- While waiting for the results of your test, your household contacts should stay at home. (If household contacts are healthcare workers, they are encouraged to contact their employer. They may still be allowed to work while wearing a mask).
- Stay in a specific room and away from other people in your home to the extent possible. Use a separate bathroom, if available. Household members can consider staying in a separate location, if available, to decrease their risk of exposure.
- For more information, see the CDC's guidance on preventing the spread of COVID-19 at home.
- If you must leave home, such as to seek medical care, wear a surgical mask if available.
- If your results are positive, you will need to isolate for 14 10-day isolation (Revised October 16, 2020) from the time your symptoms started.

If You Are Awaiting Results of a Routine Screening Test:

- If you are awaiting results from routine screening, but have no symptoms, you may return to work under the guidance of your employer (unless otherwise directed by the Mississippi State Department of Health). Monitor your health
- Get plenty of rest, stay hydrated and if needed, take medication to reduce your fever.

- If your symptoms get worse and you need to seek healthcare, call ahead and tell the provider that you have been tested for COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Operations

CHILD NUTRITION

In accordance with the Center for Disease Control (CDC) recommendations to ensure safety for students and staff during breakfast and lunch will be offered at all CCSD schools for the 2021-2022 school year. Protocols for safe and sanitary meal service will be put in place at all schools include:

- Requiring food service staff to have their temperature checked and go through a health screening each day prior to beginning work.
- As an alternative, parents may send lunch to school with their child. If this option is chosen students will only be allowed to purchase milk from the cafeteria.
- Requiring food services staff to wear facial coverings and gloves during all food.
- Breakfast and lunch will be offered via several modes in order to increase social distancing. The cafeteria will be used. Schools will create alternate areas for break and lunch to help minimize overflow in the cafeteria. Delivering pre-packed breakfasts and lunches to classrooms will be allowable.
- Implementing hand washing with soap and water for 20 seconds by students and staff before and after meal service (hand sanitizer may be used when soap and water is not available).
- Sanitizing student's desks prior to, during, and after each meal service.
- Maintaining at least 3 feet of distance between staff and students during meal service.
- No sharing of food/drink or desks/tables.
- Disposing of all perishable food items.

ROLES & RESPONSIBILITIES

Child Nutrition

RESPONSIBILITY	DESCRIPTION	CHILD NUTRITION ACCOUNTABILITY	STUDENT ACCOUNTABILITY
Meal Preparation	Preparation of breakfast and lunch for students. Meals will be served in the cafeteria and placed in carryout containers for distribution.	Prepared meals (breakfast and lunch) on the lunch and breakfast lines or meals packed for delivery	
Meal Delivery	Students will obtain meals from the cafeteria.	Served meals and completed count sheets each day	
Cleaning and sanitizing	Workers will clean and sanitize kitchens after breakfast and lunch	Each worker will be responsible for specific tasks and work areas and will be responsible for cleaning and sanitizing their area	

Maintaining supplies	Manager will complete Red Book daily, staff will stock shelves as deliveries are made, milk will be counted daily after lunch	Completed Red Book pages, stocked shelves, stocked milk cooler as well as well-balanced meals prepared for students	

School Nurse

RESPONSIBILITY	DESCRIPTION	NURSE ACCOUNTABILITY	STUDENT ACCOUNTABILITY
Care Planning and Documentations	Collaborate with family and healthcare providers to develop student individualized healthcare plans (IHP's), confirm immunization status of new students, retrieve immunization records	Complete MS Health Department School Compliance Reports	
Screenings	Conduct weekly/or as needed telehealth communications (phone or virtual) with students diagnosed with chronic illnesses, conduct mandated vision screenings for students and Pre-K students, coordinate off-campus athletic physicals, coordinate COVID-19 exposure interventions	Telephone logs or recorded virtual meetings of telehealth communications, completed visions screenings, completed athletic physical screenings, COVID-19 intervention documentation	Completed vision screenings and athletic physicals
School Team Participation	Attend 504 and IEP meetings as required by schools	504 and IEP meeting minutes or recorded meetings	
MDE/State Requirements	Coordinate Abstinence Education for all 6th-8th graders, provide Asthma Education for all school staff, ensure that all new staff members participate in Suicide Prevention PD	Completed Abstinence classes for students, documentation of Asthma Education and Suicide Prevention trainings	Abstinence class completion

RESPONSIBILITY	DESCRIPTION		
Staff Professional Development	Conduct COVID-19 professional development, sanitation and screenings; conduct CPR/First Aid training; stay abreast of CDC & MSHD guidelines and recommendations	Recordings of all professional development sessions, CPR/First Aid certificates issued to staff members, CDC & MSDH updates provided to staff	

School Resource Officer

RESPONSIBILITY	DESCRIPTION	SRO ACCOUNTABILITY	STUDENT ACCOUNTABILITY
Building Security	Daily patrol of buildings to ensure all safety protocols are in place (e.g. locked doors, secure windows); secure all gates, doors, and entry points at the end of the workday; answer after-hour CCSD building alarms to ensure timely security intervention	Daily Log	
Safety Plans	Develop safety plans for CCSD buildings, develop safety plans for extracurricular & co-curricular activities (e.g. games or other events), help to establish a return-to-school safety plans for in-person attendance, enact protocols for security of technical equipment	Safety plans	
Safety Process	Assist each school with traffic control (foot traffic & vehicle traffic) during registration; provide security updates; assess security problems and assist with any rising concerns; weekly meetings with local law enforcement agencies to discuss community crimes in close proximity to school buildings and involving district students; advise superintendent on criminal activity involving the CCSD staff and students , vandalism, or damage to CCSD buildings	Meeting minutes, written reports	
Student Safety/Well Being	assess road safety during inclement weather; mentor at-risks students and students who demonstrate issues adjusting to in-person learning; offer confidential guidance/counsel to CCSD student and staff members who are experiencing, issues with the laws of the State of MS (i.e. traffic citations, misdemeanors, protective orders, and	Travel logs, mentoring logs	Attendance at meetings

	harassment		
Training	Provide staff training for each school and CCSD buildings (e.g. emergency evacuations, workplace violence, and irate parent; develop staff training for interventions in student fights and suspected criminal activities)	Training agenda & sign in sheets	

TRANSPORTATION

The CCSD transportation team will coordinate bus routes. Safety remains at the forefront of this effort. The current transportation safety protocols are outlined below:

- Transportation will be provided, but social distancing will be harder on buses. For this reason, we encourage parents to use private transportation if possible.
- Each transportation zone will implement procedures for the health check of employees.
- Bus drivers will wear a face mask/covering at all times while driving the bus.
- Face coverings will be mandatory when students enter and during transport.
- Upon exiting the bus, students should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their face mask/covering.
- Hand sanitizer will be provided on the buses.
- Bus drivers will use EPA/CDC approved products to disinfect handrails, bars, seats, and other frequently touched surfaces after each route.
- Buses will keep windows open as much as possible.
- To ensure social distancing and where possible, each bus will transport **50% of its capacity.** Students will be seated in a staggered, zigzag formation (e.g. window-aisle) when possible.
- School buses are scheduled to begin route one at the regularly scheduled times. A second route will be run to pick up the remaining students, if needed.

FACILITIES MAINTENANCE AND CUSTODIAL

- Remove soft furnishings, toys that are hard to disinfect, and personal items that reduce usable class space.
- Arrange classrooms to ensure the most social distancing footage possible is utilized between student seating areas. Tables and desks should face the same direction.
- Provide each classroom with hand sanitizer and disinfectant cleansers.
- Ensure all campuses have an allotment of PPE and cleaning material on site each week.
- Train all CCSD employees to follow health safety protocols.
- Conduct enhanced daily cleaning of high touch areas throughout the day.
- Modify daily cleaning schedules to ensure each space is sanitized/disinfected multiple times a day.
- Conduct enhanced after school cleaning.
- Disinfect classrooms between classes or as often as feasible.
- Provide all campuses with no-touch thermal temperature thermometers.
- Provide campuses with student desks and tables to help with social distancing
- Provide sneeze guards/privacy shields to students and teachers to help minimize the spread
- Use only touchless water fountains.   Regular water fountains will be removed.
- Provide hand sanitizer stations.
- Install Plexi-Glass sneeze guards in various locations.
- Students, faculty, and staff who develop symptoms of COVID-19 or who have been exposed to someone suspected of or confirmed with COVID-19 should contact their medical provider immediately.

- Tested individuals will be asked to quarantine until receiving test results from a Health Care provider. They will be given instructions from their doctor on what to expect next along with CDC guidance for at home care.

Technology

The CCSD has become a 1-to-1 district as a result of purchasing devices with funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and through the Equity in Distance Learning Act (EDLA). There is a checkout process and fee assessed for devices to be taken home ($40 for all initial devices and $5 additional for devices assigned within the same household). CCSD's Technology Department provides a variety of supports for our learning community, including the following services that can be accessed through an online work order system:

- Wi-Fi Parking Lot Coverage: If families are having problems with home Internet access, all schools have coverage within the parking lot.
- Wi-Fi on five district vehicles to be placed in designated locations within the community
- Wi-Fi enabled hotspots for student use at home in areas where reception is available.
- Centralized Repair Room for district owned devices.
- School-based Student Tech Teams to troubleshoot student and teacher work orders.

ROLES & RESPONSIBILITIES

Technology

RESPONSIBILITY	DESCRIPTION	TECHNOLOGY ACCOUNTABILITY	STUDENT ACCOUNTABILITY
Instructional Software Issues	Manage all canvas and other instructional login, password, troubleshooting issues, ensure all shortcuts, instructional programs, internet, etc. are updated and accessible on all technology, manage all connectivity issues		
New Technology	Set up new technology as it arrives at the district office or assigned schools.		
Fixed Assets	Input all of fixed assets into the district's inventory portal and conduct daily audit of school technology		
	Set up and take down all technology and sound systems for all programs, gatherings, meetings, etc.		
Reporting	Maintain daily technology reports for completed technology repairs and updates and get signed by principal or designee daily		
Technology Maintenance	Conduct and document daily check-ins with teachers and building staff for technology concerns, update and maintain all equipment, sanitize all technology equipment, provide quotes and submit requisition needs to technology director for all technology repairs as needed and requested by school administration, Organize and manage technology requests.		
Training	Conduct weekly trainings on how to engage students in technology (surveys, polls, QR codes, ZOOM, etc.)		
Website	Update website, post grade assignments on website		
Publications	Create all district publications (communications, flyers, etc.)		

Misc.	Any other duties as assigned by the superintendent or designee		

Family and Community Support

For the most updated information, please refer to our COVID-19 Coronavirus tab on the district's webpage at www.claiborne.k12.ms.us. In order to support our families, we will continue to be available to address questions and concerns. Contact your child's teacher/s and administrators as needed via phone or email.

Distance Learning and Parental Engagement
Questions about distance learning and other parental engagement needs can be answered by emailing Dennis Harried, Distance Learning / Virtual Facilitator at dharried@claiborne.k12.ms.us.

Academic Support and Feedback from Families
Academic support to families will be rendered through the district's Parent Academy Training Sessions. These sessions will occur on a face-to-face and virtual basis.

The district will poll all parents and families, including various subgroups of students, about the instructional programming and needed supports through surveys, telephone conferences, and meetings.

Parent/Student Resources:
- Mental Health Resources on our CCSD Website
- See Something/Say Something Hotline 1-844-5-SayNow
- Distance learning questions can be answered by emailing Dennis Harried, Distance Learning / Virtual Facilitator, at dharried@claiborne.k12.ms.us.
- CCSD 2021-2022 School Calendar
- CCSD 2021-2022 Smart Restart Task Force
- Digital Tools and Applications Contacts
- Symptoms of Coronavirus (COVID-19)
- 10 Things You Can Do to Manage Your COVID-19 Symptoms at Home
- When You Can Be Around Others After You Had or Likely Had COVID-19
- Handwashing: Clean Hands Save Lives

Communications

For the most updated information, please refer to our Smart Restart documents on the district website. to include the district's academic calendar for the 2021-2022 school year. Please be sure your contact information is updated and correct in order for the school to contact you if changes become necessary.

The district will continue to use robo call as a mode of providing communications to parents and families. We will also continue to use School Status as a means of communicating two-way messages to parents as well as sending short videos and messages to students as warranted. Please be sure the school has your correct contact information including your email address.

NOTE: Frequent changes could be made throughout the school year based on potential spreading of COVID in our schools and communities and based on orders from the Governor's Office, the Mississippi State Department of Health, and the Mississippi Department of Education

Frequently Asked Questions

1) Why is the CCSD reopening school in the fall when the COVID-19 still remains?
   The CCSD will respond to guidance issued by the Mississippi State Department of Education on the basis of the in-person return to school mandates.

2) Will there be a virtual option for my child if I do not feel comfortable with my child attending school due to health concerns?
   No. The virtual option will be provided to parents only when approved by the superintendent due to a medically documented underlying heath condition.

3) What is the start date for school ? Will student go to class everyday?
   Students in grades PK–12 will return to school on August 5, 2021 on a in-person basis. This means students will attend school at their school site everyday.

4) Will buses run for transporting students? If yes, what if any new stipulations will be in place?
   Yes. Buses will transport students on a daily schedule. School buses will transport students at full capacity on their routes. Bus drivers and students will be required to wear masks or an appropriate face covering at all times while on the bus. Masks will be provided for staff and students who need them. To ensure social distancing, students will be seated one child per seat, and will be seated in a window/aisle pattern when feasible. Buses will be sanitized before each route begins.

5) Will my child be required to wear a mask while in class?
   Students will be required to wear masks. Masks will be provided for students who need them. Facial shields will be provided for all students.

6) Will my child be required to wear uniforms?
   The regular uniform for each school site is undecided for the 2021-2022 school year. However, students will be required to adhere to a DRESS CODE.

7) Will breakfast and lunch be provided to my child?
   Yes. All students will receive FREE breakfast and lunch for the 2021-2022 school year. Meals will be served on multiple stances to help maximize social distancing among students. On the days students are not at the physical school site, where applicable, lunch will be made available to them.

8.) May I provide my child with lunch?
   Parents may send lunch to school with their child. If this option is chosen, students will only be allowed to purchase milk from the cafeteria. No other food items can be purchased from the cafeteria.

9) Will my child get to go outside for recess/breaks?
   Schools will phase in opportunities to allow students to go outside during scheduled recess and breaks. Students will be given stretch breaks and teachers will use the Move to Learn curriculum.

10) Will I be allowed to visit my child's class?
   No. Parents, relatives, and other visitors will not be allowed to visit classrooms. This is being done to protect the health and safety of all our students and teachers.

11) How will students be dismissed from school each day?
Students will be dismissed from school in a staggered schedule to buses and car rider lines.

12) Will the district post a school supply list for the 2021-2022school year?
We will create a school supply list for each grade. These lists can be found on our district's website once they become available.

13) Will there be field trips?
As a precaution, students will not be going on field trips. Teachers will be engaging students through virtual field trips as much as possible.

14) Will attendance be mandatory?
YES. YOUR CHILD WILL BE REQUIRED TO ATTEND SCHOOL EVERY DAY FACE-TO-FACE UNLESS APPROVED OTHERWISE). Only via an approved virtual basis, if students do not log on to the virtual platform, they will be marked absent for the day if they fail to complete assigned work. If a student obtains five, ten or twelve unexcused absences, the school attendance officer will be alerted.

15) What if my child requires virtual learning options and I don't have internet or a device?
All students in the CCSD will have access to a district-issued device and mobile hotspot.

16) How will social distancing be practiced at school?
Teachers will be making adjustments to their classrooms to allow students to spread out as much as possible. Schools will encourage social distancing among students.

17) What kinds of safety measures are being put in place to help ensure the health of my child?
- All students and staff will have their temperature checked daily.
- Schools nurses will be available at schools.
- If a student has a fever of 100 or higher, they will be placed in the designated isolation room until a parent picks the child up.
- Hand sanitizer will be available in every classroom and use will be required when students enter and exit classrooms.
- We strongly encourage parents to conduct daily temperature checks on their children. Do not send students to school if they have a temperature. Keep them home until they have been symptom free for 72 hours.
- All classrooms will be supplied with disinfecting wipes, sanitizer, hand-sanitizer, and gloves.
- Instructional supplies will not be shared among students.
- Social distancing will be strongly enforced in and out of the classroom.
- Restrooms will be sanitized several times each day.
- While students are out of the classrooms, the custodial staff will sanitize the rooms, addressing high touch areas and equipment.

18) What kinds of measures will be taken to ensure that buildings are sanitized?
Our staff will ensure that all classrooms, restrooms, and all high-traffic areas are routinely cleaned and sanitized. Extra supplies are being purchased and each classroom will be supplied with Desk shields for students and teachers, facial masks, facial shields, disinfectant spray, hand

sanitizer, disinfecting wipes, and gloves. We also recommend students bring personal hand sanitizer, if desired.

19) **What happens if a student or staff member tests positive for COVID-19?**
The Claiborne County School District will contact the district assigned liaison with the Mississippi Department of Health. The liaison assists with contact tracing and provides next steps for each case. Each case will be properly handled using the appropriate measures as recommended by the Mississippi Department of Health.   Staff members and families of students will be notified regarding next step and precautions.

20) **Will athletics and other extracurricular activities resume as normal?**
We will follow MSHSAA guidelines and recommendations as it pertains to athletic events. Activities will resume as normal as possible and as allowed by federal, state and/or local mandates. Students participating in the virtual learning option will be allowed to participate in athletic or other extracurricular activities.

Appendices

SELF-SCREENING PROTOCOL

The following self-screening protocol must be distributed to all employees for voluntary, home self-screening.

The district is concerned for your safety and the safety of your co-workers, students and families. We are monitoring the development of Coronavirus. In the interest of ensuring a safe and healthy learning environment, we recommend that you voluntarily monitor your health status by carefully completing this self-assessment each day before coming to work.

Self-check is to be completed daily by active employees before coming to work:

1. Have you had physical exposure to a person suffering from Coronavirus symptoms as noted below?

If you answered YES, please contact Human Resources prior to coming to work so that a determination can be made whether you should remain offsite from the school for 14 days following the last potential exposure to the COVID-19. You may be required to submit evidence of exposure to an infected person. Should you be required to remain offsite, you should keep in contact with an HR representative and receive clearance from HR before returning to the district's premises. You may also be required to have written clearance from a doctor.

2. If you have been asked to perform daily checks due to COVID-19 becoming more prevalent in your area, or believe you have been exposed to COVID-19: do one or more of the following common COVID-19 symptoms below currently apply to you?
- **Temperature ≥ 100.0 °F**
- **Frequent unexplained cough**
- **Unexplained shortness of breath or difficulty breathing**
- **Unexplained tiredness**
- **New loss of sense of smell and/or taste**
- **Nausea, vomiting, or diarrhea**

If the answer to question 2 is YES, you may have symptoms of COVID-19. We ask you to please contact the Human Resources representative, seek medical attention and remain off the district's property for 14 days following cessation of symptoms and written clearance by a doctor. Please keep in continuous contact with the HR representative.

If the answer to all the above questions is NO: please adhere to the HR guidance regarding your work schedule and any special precautions to be taken.

DAILY
ISOLATION ROOM
LOG

Select School Location

A.W. Watson Elementary School	Port Gibson Middle School	Port Gibson High School	Claiborne County Career and Technical Education Center		
DATE					
Name		Check One	Time-In	Time-Out	Verifying Initials
		Student	Staff			

Figure 1: Ask these questions. A person who answers "Yes" to any one of these questions must NOT be allowed to enter the school facility.

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
Yes – STAY HOME and seek medical care.
2. Do you live in the same household with, or have you had close contact with, someone who in the past 10 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
Yes – STAY HOME and seek medical care and testing.
3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?

• **Fever**	• **Muscle/body aches**
• **Cough**	• **Loss of taste or smell**
• **Shortness of breath/trouble breathing**	• **Headache**
• **Chills**	• **Confusion**
• **Night sweats**	• **Vomiting**
• **Sore throat**	• **Diarrhea**

Yes - HOME and seek medical care and testing.

Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
Scenario 1: A student or staff member either exhibits COVID-19 symptoms, answers "yes" to a health-screening question, or has a temperature of 100.00°F or above.	• Student/staff sent home • Student/staff instructed to get tested	No action is needed
Scenario 2: A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	• Student/staff sent home • Student/staff instructed to get tested • Student/staff instructed to quarantine, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 positive non-	*For the Involved Student Family or Staff Member*: Template Letter: Household Member or Close Contact With COVID-19 Case

	household contact (unless lessened using the December 3, 2020 guidance). • If student/staff test positive, see Scenario 3 below • School administration notified	

Scenario 3: A student or staff member tests positive for COVID-19.	• Student/staff sent home if not already isolated
	• Student/staff instructed to isolate for 10 days after symptom onset. (If never symptomatic, isolate for 10 days after positive test.)
	• School-based close contacts identified and instructed to test & quarantine for 14 days (unless lessened using the December 3, 2020 guidance)
	    ○ In stable elementary classroom cohorts: entire cohort
	    ○ In other settings: use seating chart, consult with teacher/staff
	• School administration notified
	• Public Health Department notified
		For Positive Case Student Family/Staff: Template Letter: COVID19 Case
		
		For Student Families and Staff Members Identified as Close Contacts: Template Letter: Household Member or Close Contact With COVID-19 Case
		
		For All Other Student Families and Staff Members: Template Letter: COVID19 Case in Our Community

Table 2. Steps to Take in Response to Negative Test Result

SCENARIO	IMMEDIATE ACTIONS	COMMUNICATION
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	Student/staff may return to school 72 hours after resolution of fever and improvement in other symptoms	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact (unless lessened using the December 3, 2020 guidance).	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	Can return to school/work immediately	No action is needed

RECENT TRAVEL REPORTING FORM

EMPLOYEE NAME	DATE

CAMPUS	POSITION

TRAVEL WITHIN MISSISSIPPI

3. Have you traveled within the state of Mississippi during the summer months?	
	Check One
No, I have not traveled outside of the district from my home city.	
Yes, I have traveled to the following place(s). List below any city or regional area you have traveled to within Mississippi. _____ _____	

TRAVEL OUTSIDE OF MISSISSIPPI

4. Have you traveled within the state of Mississippi during the summer months?	
	Check One
No, I have not traveled outside of the district for my home city.	
Yes, I have traveled to the following place(s). List below any city or regional area you have traveled to within Mississippi. _____	

TRAVEL OUTSIDE OF THE COUNTRY

5. Have you traveled outside the country during the summer months?	
	Check One
No, I have not traveled outside of the country.	
Yes, I have traveled to the following places outside of the United States. _____ _____	

TRANSPORTATION SANITATION CHECKLIST

BUS DRIVER CHECKLIST							
CCSD							

WEEKLY LOG: _____ TO _____		**DATE**	M	T	W	TH	F

	TASK		**NOTES, if needed**	**TIME OF DAY**
	YES	**NO**		
Is there antibacterial gel?				☐ **AM** ☐ **PM**
Clean / Sanitize – Aisle				☐ **AM** ☐ **PM**
Clean / Sanitize - Stairs				☐ **AM** ☐ **PM**
Clean / Sanitize – Upper Rail				☐ **AM** ☐ **PM**
Clean / Sanitize – Seats & Armrests				☐ **AM** ☐ **PM**

DRIVER RESPONSIBLE	
SIGNATURE:	

Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks at all times. The driver's temperature must be checked and documented before the start of each route.

EMPLOYEES / STUDENTS PRESENTING SYMPTOMS

DATE		
NAME	**EMPLOYEE**	**STUDENT**
SYMPTONS NOTICED	**YES**	**NO**
Temperature 100 or Higher		
Shortness of breath, difficulty breathing		
Cough		
Running Nose		
Sneezing		
Muscle Pain		
Tiredness		
Additional Notes		
Time of fever or onset of Symptoms:		
Time of Isolation:		
Where is Patient Being Referred to:		
Reporter Name / Title		
Signature of Reporter:		

VISITOR SELF-SCREENING FORM

DATE		
VISITOR OR PARENT NAME		
	PARENT	**VISITOR**
Are you showing any signs of the following symptoms?	**YES**	**NO**
Temperature 100.4 or Higher		
Shortness of breath, difficulty breathing		
Cough		
Running Nose		
Sneezing		
Muscle Pain		
Tiredness		
	YES	**NO**
Have you been exposed to someone with COVID-19 positive test result?		
Is this information you provided on this form true and correct to the best of your knowledge?		
Signature of Visitor		
NOTES		
Visitation is forbidden if a "Yes" response was rendered to any item on this screening checklist. If "yes" is checked, then the visitor will be directed to leave the premises. Disinfecting the visited area will need to take place immediately.		