mississippischoolof thearts
imagine create REALIZE

mississippischoolofthearts
imagine. create. realize.

Safe Return to School Reopening Plan
2023-2024

Updated August 16, 2023

mississippischoolof thearts

i m a g i n e *c r e a t e* **R E A L I Z E**

The Mississippi School of the Arts (MSA) has created a plan aligned with Center for Disease Control for the possibility that this virus may be in our community for months to come. The operations of our campus for operation must be done with great care. This plan is built in alignment with successful strategies adopted in the 2020-2021 academic year at the MSA and modifications as the guidance changes.

Leadership Team

Suzanne Hirsch, Executive Director
Avery Peagler, Principal
Adrienne Benson Ashley, Director of Food Services
Nicholas Bridge, School Finance Officer
Patrick Brown, Technology Coordinator
Jennifer Jackson, Director of Advancement
Suzanne Noble, Director of Residence Life
Sandra "Sudie" Palomarez, Director of Facilities
Arreika Thomas, Records Clerk

School Opening

Unless directed by authorities prior to the start of school, MSA will open on a traditional model with in-person classes. If there are major adjustments required by the CDC or needed to accommodate an outbreak, a hybrid model will be adopted for two-week periods until it is safe to return to full operations. Hybrid would alternate juniors and seniors every two weeks on campus with virtual instruction the weeks they are off campus. This option can only be utilized if allowed by the protocols created for hybrid/virtual learning from the Mississippi Department of Education.

MSA will continue monitoring of CDC and educational institutions guidance will be conducted and the plan of action will be modified as needed.

Vaccination

Free vaccinations are available with most insurance plans at area pharmacies in Brookhaven and near students' homes. To find a location through the Mississippi State Department of Health, please visit: https://msdh.ms.gov/msdhsite/_static/14,0,420,976.html

Covid-19 vaccines are not required for students or staff. MSA encourages individuals to get vaccinated and boosted.

Updated August 16, 2023

mississippischoolof thearts
imagine create REALIZE

Daily Symptom Checks

All employees and students should <u>self-assess</u> for possible COVID-19 symptoms each day. A list of symptoms is below:
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees and students who have symptoms are asked to stay home and not come back until they are free of fever (100.0° F or greater), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

Face Coverings
Face coverings are not required on campus. It is recommended students/staff wear them when they are feeling ill or are trying to reduce exposure as they feel necessary.

Physical Distancing
Dividers are utilized at desk areas where people must pass – security and residence life.

Many MSA classes are smaller in size allowing for distancing. Class sizes will be kept under 20 people as much as possible.

Residence hall assignments will limit roommates to two per room as much as possible.

The fitness center equipment/surfaces must be wiped down by the user before departing the space.

Visitation for students will take place on the first and second floor and common areas on campus. No room to room visits except those who live on the floor.

Sanitization and Hygiene

MSA has sanitizer stations in every building, classroom, and floor of the residence hall in addition to the cafeteria and the nurse's station. Restrooms are continuously stocked with soap at the sinks and paper towels. Disinfectant spray is utilized regularly for all doorknobs, light fixtures, keyboards, and desks on campus.

MSA has handwashing posters throughout the campus at sinks.

Students receive training at orientation and weekly check ins about cleaning procedures in rooms/common areas; handwashing; habits regarding high touch areas. No equipment, props, costumes, supplies should be shared without first wiping them down.

Bathrooms must be cleaned with disinfectant at a minimum twice per week. Students should store their toothbrushes in separate places to avoid cross contamination. Microwaves must be wiped immediately after use.

Mental Health

The school psychologist will be available for weekly small groups (either online or in person). When these efforts are inadequate, communication will be provided to the parents for further resources available to the family.

What would cause MSA to transition to a Virtual Model of operations?

The school may transition to virtual operation for a period of time as needed for the safety of students and staff and is recommended by the Mississippi State Department of Health, Center for Disease Control, or Mississippi Department of Education. MSA will follow protocols set forth in SBE Chapter 56 Rule 56.2 to assure appropriate delivery of instruction for all students.

MSA does not have a virtual learning option for the 2023-24 school year. It will only be utilized due to quarantine or illness with medical documentation. This is not an option for students to learn at home due to transportation issues, have a job, take care of others, or travel. The rigor of courses at MSA demands student focus. Students can use the virtual set up to keep up with classes when they are absent, but unexcused absences will not allow for makeup work or tests to be done. It is imperative that families understand that virtual learning is not something we will go in/out of throughout the year. It is only reserved for documented medical issues.

What happens if someone is diagnosed with COVID-19?

If on campus, students and staff will be isolated upon identification of symptoms until tested. Upon determination of results, the patient will either be isolated or sent home until fever free for at least 24 hours and after 5 days with resolving symptoms.

If off campus and a positive diagnosis is received, student or staff should isolate according to MSDH and CDC guidelines. Guidance: Patient can return to campus after isolating for 5 days AND have no symptoms or if symptoms are resolving without fever for 24 hours (without use of fever reducing medicines). If patient has symptoms after 5 days, continue to stay home until day 7. Only return to campus after fever resolves for 24 hours and symptoms begin to subside. Documentation is required of a positive result for excused absences from work or school.

Upon removal of ill students or staff, disinfection protocols will be increased. Prevention protocols will continue to be followed.

Staff or students who are exposed to a positive case will be notified when possible. If symptomatic, they will be tested and isolate if positive or negative, but with symptoms.

Content Mastery Plan – Virtual Learning (if required due to guidance or outbreak)

MSA will operate the school calendar as approved by the board. Classes will be operated according to the bell schedule as established and board approved.

Learning Management System
MSA utilizes Canvas as the online learning management system (LMS). Instructional use of this LMS has been in place for four years for all courses taught at MSA. Teachers have and continue to use discussion boards, multi-media approaches, and assessments in Canvas for formative and summative assessments. Whether in person or virtually, students will have seamless instruction and access to content. The LMS also has an application that students with internet issues can also use through the data on their cellular plan. For the partner school classes at Brookhaven High School and Copiah-Lincoln Community College, students are also using Canvas for coursework.

Attendance and Discipline
For students attending school on campus, attendance will be documented as present or absent daily. For Virtual Instruction during times of hybrid or virtual instruction, attendance will be documented as present or absent according to one of the following:
1. The Learning Management System (LMS) will authenticate student login and participation.
2. Students logging in virtually must login to the Canvas LMS every day according to their bell schedule and click a link to mark themselves present only during the assigned class session. Teachers can access a report for verification. This assists teachers in making sure students were 'present' during class. All other attendance policies remain in effect for on-campus students.

mississippischoolof thearts
imagine create REALIZE

Disciplinary rules are written in the Student Handbook and reviewed with all students at orientation through a virtual and in person workshop. A workshop is also offered for all students regarding appropriate behavior and expectations for any virtual classes or meetings.

Teacher Preparation
All teachers are fluent on video conferencing software used by the school and have received training through free resources at Mississippi community colleges and one-to-one training with the MSA technology coordinator. Teachers have received recent access to training for creating digital content and lessons.

Student Resources, Growth, and Access
MSA assists students with necessary technology hardware and software for learners. There are 1:1 computers for all students and staff. Increased connectivity on the campus is available for any local students and staff. A survey of technology access and internet connectivity is administered to guarantee all students have access to the applications and software required for participation in classes.

Textbooks from approved textbook list from MDE are used for all courses as appropriate. These are checked out for use with the Canvas and Zoom methods of delivery. E-books are used for dual credit courses according to the community college requirements. National standards and state standards are utilized for all arts instruction. Additional supplemental materials are used to augment the learning needs including videos, recordings, and books appropriate to the learning. ACT preparation is also provided to students throughout the year.

Administrators use Renaissance Learning, ACT, and digital assessments for measuring comprehensive growth. The use of discussion boards and video conferencing technology provides interactive engagement. All students must participate in a plagiarism lesson and pass an assessment at 100%. Students are reminded of academic integrity while enrolled at MSA. MSA utilizes Turnitin integration with Canvas.

Students with Individual Education Plans (IEP) or 504 Accommodation Plans are reviewed each semester among teachers who serve them. All accommodations are made for the students whether virtual or in person. The lesson plans and assignments utilized are monitored weekly by the principal to insure appropriate instructional expectations are met.

Families of students with disabilities receive email communication or phone calls as needed from teachers and the administration.

The following tools are used by MSA teachers to gauge instructional understanding and content mastery:

- Pre and Post-tests
- Homework
- Bell work
- Quizzes
- Written and Listening Tests
- Writing Assignments
- Graphic Organizers
- Critiques
- Rubrics
- Observation
- Final Productions/Products
- Direct Observation
- Performances and Showcases
- Writing Feedback
- Lab
- Conferences
- Video Feedback
- Portfolios
- Presentations
- Packets

MSA will continue to use online tools to collect information and respond by giving teachers a visual representation of success or failure of a student through the delivery channels of instruction. Teachers do daily check-ins are conducted through Canvas using discussion boards, uploaded assignments, and data driven feedback through turnitin.com for written assignments. Zoom sessions for individual feedback are utilized in performing arts. After school tutorials are available for students needing further assistance with their day's lecture.

Assessments are given through Canvas LMS. Peer editing/Critical Response can be done through discussion forums. Video uploads and zoom meetings for artistic progress are conducted through Canvas. Discussion boards are utilized for formative understanding. Teachers are aware of the objectives required for course completion. The information will be provided through multiple methods of instruction. Formative assessment is an ongoing process at MSA in every class with weekly check-ins for the students who are struggling by the administration. Summative assessments will be administered in courses as done in previous years through portfolio, performance, presentation, and exam.

When students must learn virtually, the classes are conducted in the same manner as they are in person. All state tests will be administered on campus in person.

Criteria for Individual Student Virtual Learning
Students who are required to do at home virtual learning while enrolled in the Mississippi School of the Arts (MSA) must adhere to the following criteria:

1) Virtual learning is only an option when a student is at home for quarantine, mandatory isolation, or long-term illness.
2) Virtual learning in this case allows for flexibility in completion of the work at times convenient to the family/student. However, all zoom meetings with teachers will occur during the planned on-campus block according to the students' schedules. Students must be available for these meetings during those blocks to allow for as much interaction as possible. Non-participation in scheduled zoom sessions will be marked absent for that day. Students must login at the start of each class, each day.
3) Virtual learning is not an option for students to learn at home because they don't want to return to school, lack of transportation, have a job, take care of others, or travel. The rigor of courses at MSA demands student focus. It is expected that students will honor the use of virtual learning and continue to grow as artists and students. Important information is missing in social environment and the special nature of MSA. Engaging in classes with teachers will reduce the negative impact of an absence from the environment.
4) Attendance must be taken for students. MSA classes must login within the first ten minutes of class to submit their attendance. BHS and Co-Lin classes should follow instruction from their teachers. Further monitoring is done through participation in online learning, submission of work deadlines, login to the online portals for the classes, and other methods as outlined by each teacher in their syllabus and lesson plans. Students will be counted absent if they do not meet their daily assignments.
5) The MSA classes will be offered through the learning management system, Canvas. Zoom will be the online method for classes. There are apps for smart phones to use both methods in case of wi-fi/internet issues at home.
6) The BHS classes will be offered through the learning management system, Canvas. Zoom will be the online method for meetings. These courses will also have a packet of information distributed for at home learning in addition to these methods for those with internet connectivity issues.
7) Students with a 504 or IEP will receive accommodations according to their individual plans through all methods of learning.
8) Students without a computer will be allowed to check out a computer upon signing a contract for use.
9) Students without internet access will need to receive hard copy packets of the materials if they do not have access to a printer. Phone calls will be utilized if no other means of class meetings are possible.
10) Students need to engage with their teachers daily for all classes. Each student receives a school email address. This is the primary method of communication. If students do not regularly access email due to internet access, they will need to establish a regular schedule for contact with teachers.
11) Students should get a calendar or utilize the calendar on their phones to note their deadlines. Families should work on a daily check-in with their students regarding their progress and issues.
12) Communication is key and should be utilized!!!

Additional ideas for use of virtual learning for students with smart phones:
1) Students should set up their email accounts on their smart phone for rapid access.
2) iPhone notes app has a built-in scanner. Students can open the note, select the camera to scan their assignments and email them to their teachers.
3) Download the Canvas app and the Zoom app for constant communication.

Who to Contact with needs:

Teacher email addresses are in their syllabus and should be the first line of defense regarding content questions. It is also located on our website www.msabrookhaven.org

For issues logging in to Canvas, email our Technology Coordinator – Patrick.Brown@msabrookhaven.org

BHS Canvas login information has been provided to the students. Issues with canvas need to be communicated with avery.peagler@msabrookhaven.org

For issues with attendance or Active Parent (MSA class portal for grades, attendance, and discipline), contact tommie.hart@msabrookhaven.org

BHS classes can also be seen on their Active Parent site through brookhavenschools.org, which will need a login information that can be received from the BHS Counselor. Ms. Tommie Hart can assist with getting this.

For issues with teacher communication, contact our Principal avery.peagler@msabrookhaven.org

For scheduling issues, communicate with the MSA Counselor harlie.blauw@msabrookhaven.org.

If your student is struggling emotionally and does not have access to a counselor/therapist, contact our Counselor harlie.blauw@msabrookhaven.org who can set a zoom session with your student

MSA Bell Schedule

MSA Regular Class Schedule (subject to change)

8:00-9:34 a.m.	**Block 1**
9:34-9:55 a.m.	Tutorial Sessions or Morning Break
9:55-11:29 a.m.	**Block 2**
11:29-12:14 p.m.	Lunch
12:14-1:48 p.m.	**Block 3**
1:52 -3:26 p.m.	**Block 4**
3:30-5:00 p.m.	**Tutorial/Online/Production Block**

**Students who are absent for reasons other than those listed above can use virtual learning to keep up with their work. However, without proper documentation for the absence as outlined in the handbook, the student will be unexcused absent if not on campus. Student will be counted absent except when they follow guidelines above and are required to be at home for quarantine/isolation.

Updates to this plan will be made as needed. All new communications and plan modifications will be updated on the MSA website, social media accounts, by mail, handouts, email, and instant message.

Appendix A – Utilized if a schoolwide virtual learning model is adopted for a long period of time.

Virtual Learning Commitment

Criteria Checklist: Please answer each statement/question by circling YES or NO

1. I have reliable high speed internet service at home (a working hotspot device qualifies) YES or NO

2. My child has either a district issued Chromebook or a personal computer device equipped with camera and video streaming capability. YES or NO

3. My child will have a quiet and private designated space at home free of disruptions from household noises and free from disruptions from other people in the home. YES or NO

4. I understand and agree that my child MUST maintain good attendance. Three (3) or more unexcused absences in a grading period (approx. 45 days) may result in attendance violation. YES or NO

5. I understand and agree that my child will be logged in for each class, on-time, every day. Three (3) or more late logins OR three (3) or more occurrences of the student not completing the full school day in a grading period (approx. 45 days) may result in attendance violation. YES or NO

6. I understand and agree that my child will be held to the same code of student conduct requirements as in-person students. YES or NO

7. I understand and agree that my child MUST attend school in-person on designated assessment days. Students will be scheduled in a manner that will allow for social distancing on assessment days. YES or NO

8. Does your child have an IEP or 504 Plan? YES or NO

I understand this document is for use only if the school is required to operate virtually or if my child is required to isolate/quarantine at home or under the care of a doctor preventing them from attending in person classes.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____Date: _____