

# Silver City Elementary COVID-19 Communication Plan



# UPDATED PARENT PORTAL ACCOUNT



## Infinite Campus Mobile Portal App Setup Instructions:

1. Download the **Infinite Campus Mobile Portal App**
2. District Name: **Forsyth**
3. Select a State: **Georgia**
4. Click on **Search**
5. Click on **Forsyth County**
6. Enter **Username**
7. Enter **Password**
8. Click on **Login**



## Our main method of communication will be email

We will be using emails listed in Parent Portal accounts. All parents/guardians **MUST** have a Parent Portal account with updated email and phone numbers!

## Who do I contact to set up Parent Portal?

Ms. Warren, Ms. Walraven, or Ms. Hacker in the Silver City Front Office  
Phone: 678-965-5020

or

Cindy Little, Parent Liaison

Phone: 678-947-0863, ext 312253

Email: [parentportal@forsyth.k12.ga.us](mailto:parentportal@forsyth.k12.ga.us)

[Click Here for Parent Portal Request Instructions with Screen Shots](#)

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FORSYTH COUNTY SCHOOLS 2020-21

For Covid-19 questions and more details, visit

[www.forsyth.k12.ga.us/restartforsyth](http://www.forsyth.k12.ga.us/restartforsyth)



# COVID-19 Communication Guide

Our main method of communication will be email. We will be using parent/guardian emails listed in Parent Portal. Visit <https://www.forsyth.k12.ga.us/portal> for all things Parent Portal, including setting up a new account and updating your email. Additional information is available at [www.forsyth.k12.ga.us/restart](http://www.forsyth.k12.ga.us/restart).

## #1: Student Tests Positive for COVID-19

Parent/guardian are responsible for notifying their school nurse or school administrator.

## #2: Notify the Department of Public Health (DPH)

The school notifies the DPH of the positive student and those that have had direct exposure\* to the positive student.

## #3: Notify Parents/Guardians and Staff

The school sends an email to the parent/guardian of the student that has had direct exposure and notifies staff; the DPH also contacts to the parent/guardian of the student that has had direct exposure .

\* Direct exposure: Less than 6 feet for 15 or more minutes of consecutive contact.

## #4: Continue Student Learning

Students with direct exposure are temporarily transitioned to virtual learning through itslearning for 14 days starting from the day of direct exposure.

## #5: Share Additional Notifications

Elementary parents/guardians receive email notification concerning the positive case in their classroom. Week days by 6 pm the number of positive cases by school are posted at [www.forsyth.k12.ga.us.restartforsyth](http://www.forsyth.k12.ga.us.restartforsyth).

## #6: Continue Daily Preventive Habits

Check temperature before leaving for school, wear a mask if able, wash hands frequently, cover coughs and sneezes, and social distance when possible.

## #1: Student Tests Positive for COVID-19

Parent/guardian are responsible for notifying their school nurse or school administrator.

# **PLEASE KEEP THE SCHOOL INFORMED**

- If a student receives a positive **COVID-19** result, please contact the school nurse and administration **immediately**, even on weekends.
- Kacey Green – School Nurse ([f39319@forsyth.k12.ga.us](mailto:f39319@forsyth.k12.ga.us))

### **Administration Team**

- Mr. Mike Sloop - Principal [msloop@forsyth.k12.ga.us](mailto:msloop@forsyth.k12.ga.us)
- Ms. Deborah Carnes - Assistant Principal [dcarnes@forsyth.k12.ga.us](mailto:dcarnes@forsyth.k12.ga.us)
- Ms. Kelly Fuchs - Assistant Principal [kfuchs@forsyth.k12.ga.us](mailto:kfuchs@forsyth.k12.ga.us)



In your email, please provide a contact phone number for us to get in touch with you.

# WHAT HAPPENS WHEN THE SCHOOL IS INFORMED THAT A STUDENT OR STAFF MEMBER HAS **TESTED POSITIVE?**

Administration will send the Parent Portal contact information of the student/staff that tested positive AND Parent Portal contact information of the students/staff that had direct exposure to the individual with the positive test to the GA Department of Public Health (DPH).



**Critical for Up-to-Date Information**

This is why all parents and guardians **MUST** have a Parent Portal account with updated information. Current Phone Numbers and Email Addresses are **CRITICAL** for you to receive calls and emails from administration and the GA DPH.

# HOW WILL I FIND OUT IF **MY CHILD** WAS IN **DIRECT CONTACT** WITH AN INDIVIDUAL THAT TESTED POSITIVE FOR COVID-19?

- If a student or staff has had direct exposure to someone that tested positive for COVID-19, the parent/guardian will receive the email below from Forsyth County Schools. Administration will also try to call the families.

## **\*\*Direct Exposure Automated Email:**

Dear Parent/Guardian,

You are receiving this email because your child, (NAME), has had direct exposure to an individual that has tested positive for COVID-19. Your child **must stay home** and transition to virtual learning using itsLearning for 14 days starting from (INSERT DATE), the date of direct exposure. Your child will not return to school tomorrow. The Georgia Department of Public Health (DPH) has been notified and will be in contact with you. Please monitor your child for any symptoms and access resources provided at [www.forsyth.k12.ga.us/restartforsyth](http://www.forsyth.k12.ga.us/restartforsyth). Please contact your physician for health questions and contact your child's teacher for questions related to school/itsLearning.

**The students who had direct exposure MUST stay at home until further guidance is provided by the Department of Public Health.**

**\*Direct Exposure** is defined as being within 6 feet of a COVID positive person for 15 or more consecutive minutes.

# HOW WILL I FIND OUT IF AN INDIVIDUAL IN MY CHILD'S CLASS HAS TESTED POSITIVE FOR COVID-19?

- If a student or staff in your child's class has tested positive for COVID-19, the parent/guardian will receive this email from Silver City Elementary.

## \*\* Elementary Campus Messenger Email for Positive COVID-19 in Classroom:

Dear Parents/Guardians:

I am writing this email to inform you that a student in (NAME OF TEACHER)'s class has tested positive for COVID-19. If your child has had direct exposure to this child, you should have already received an additional email notifying you that you must keep your child at home for 14 days. You will also be contacted by the Department of Public Health with additional steps. If you did not receive this additional email, your child may return to school.

We continue to encourage all parents/guardians to conduct temperature scans daily prior to leaving home and to monitor students closely for any sign of potential illness and keep them home if they are ill. We appreciate your continued support. Please contact your physician for health questions and contact your child's teacher for questions related to school/itsLearning.



# HAVE A PLAN

- Similar to inclement weather/school closures, parents/guardians **MUST** have a plan in case their child is transitioned temporarily or for an extended period of time to virtual learning from home.
- All parents/guardians **MUST** check their email frequently for updates. Emails will be sent between 5-10:00 pm and by 6:05 am regarding COVID cases.
- A daily list of positive student and staff member COVID-19 cases by school will be posted by 6:00 pm each weekday to [www.forsyth.k12.ga.us/restartforsyth](http://www.forsyth.k12.ga.us/restartforsyth).



Check your JUNK or SPAM folder to ensure Campus Messenger emails are not ending up there.

# FCS COVID COMMUNICATION PLAN

- If a decision is made to close a classroom or larger (grade level, school, etc.), parents/guardians will receive a Parent Portal/Campus Messenger email and inbox message.
- Due to privacy laws, we are unable to share the name of a student or staff member that tests positive for COVID-19.
- For additional COVID-19 questions or details, please visit [www.forsyth.k12.ga.us/restartforsyth](http://www.forsyth.k12.ga.us/restartforsyth)



Comets are Respectful, Responsible, and Have Integrity.

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Please support our school and community by modeling the 3Ws and encouraging your child to do the same.

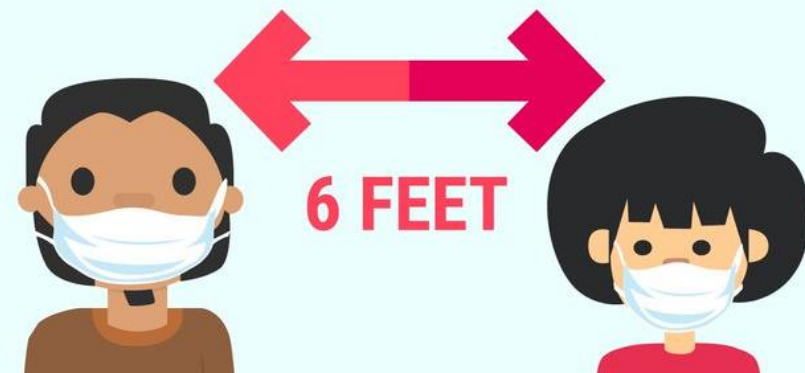
**Wear  
a facemask**



**Wash  
your hands**



**Watch  
your distance**



Please call us if you need us!!

**678-965-5020**

Jo Hacker or Miki Walraven - Parent Portal Accounts

**Ext. 350111**

**Ext. 350110**

Kacey Green – School Nurse

**Ext. 350219**

[f39319@forsyth.k12.ga.us](mailto:f39319@forsyth.k12.ga.us)

## **Administration Team**

**Mr. Mike Sloop-Principal**

[msloop@forsyth.k12.ga.us](mailto:msloop@forsyth.k12.ga.us)

**Ext. 350114**

**Ms. Deborah Carnes-AP**

[dcarnes@forsyth.k12.ga.us](mailto:dcarnes@forsyth.k12.ga.us)

**Ext. 350363**

**Ms. Kelly Fuchs-AP**

[kfuchs@forsyth.k12.ga.us](mailto:kfuchs@forsyth.k12.ga.us)

**Ext. 350122**

# FAQS

- What do we do if a sibling or parent in the home tests for COVID-19?
  - We are asking that all children in the home quarantine and learn from home via itsLearning while a member of the home is awaiting results from a COVID test
- I'm still confused about what happens if there is a case in my child's class...do I need to quarantine my child?
  - If you receive the "Direct Exposure Automated Email" stating your child **MUST STAY HOME** for 14 days because of direct exposure, then you need to quarantine.
  - There will be cases where there is a COVID positive case in the classroom but your child had no direct contact so they can return to school.
- Will my child be marked ABSENT if they quarantine?
  - While quarantined, your child is expected to access their education via itsLearning and keep up with their work. If they do this, they will be marked CQ for "COVID quarantine", which equates to PRESENT. If they do not complete their work, they could be changed to ABSENT.