

March 17, 2020

Dear GSCS Staff,

The Coronavirus (COVID-19) pandemic has developed rapidly throughout the state of Georgia. Yesterday, Governor Brian Kemp ordered school closure for all districts through March 31, 2020. To protect the health and safety of our students, staff and community, the Griffin-Spalding County School System (GSCS) has extended the closure of all schools and offices through **Friday, April 3**. The district will be closed during spring break scheduled for April 6-10 as planned.

No employees are allowed in the school buildings at this time, except principals and designated staff to ensure core functions needed to support students, staff and parents.

Staff reporting will be determined at a later date based on guidance from the Governor's Office and District 4 Public Health. Below are a few key updates regarding payroll, contracts, testing, school-related events, digital learning & meal plans:

Finance Department

- Regular GSCS employees will continue to receive their monthly pay.
- Substitutes will be paid for all time worked.
- Payroll will continue as normal. For those that do not have direct deposit, the checks will be mailed March 27. Direct deposit statements will be placed in school boxes upon return.
- Employees have the option to view their statements on the **Employee Self Service** portal through the Finance page of the GSCS website:
<http://www.spalding.k12.ga.us/Departments/Finance/Employee-Self-Service/index.html>
- All travel reimbursements for employees received by Monday were mailed.

Human Resources

- Certified contracts were due Monday, March 16. If your contract has not already been returned to your principal, and you plan to return to GSCS for the 2020-2021 SY, then sign your contract, take a photo and email it to your principal and your HR specialist. teresa.clements@gscs.org for GHS feeder pattern and ashley.evans@gscs.org for SHS feeder pattern schools.
- All employees should update their emergency contact information through the **Employee Self Service** or by downloading the form from the GSCS web site at: <http://www.spalding.k12.ga.us/documents/Departments/Finance/Contact%20Information%20Change%20Form.pdf>

Testing, Evaluations & Accountability

Yesterday, the Georgia Department of Education announced the suspension of the following until further notice:

- State assessment window/administration (including Georgia Milestones EOGs and EOCs, the Georgia Alternate Assessment/GAA 2.0, and all other required testing)
- Teacher and leader evaluation (TKES/LKES) requirements and reporting
- State-level attendance-related consequences (including CCRPI, TKES/LKES, School Climate Star Rating, and make-up day requirements)



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School-Related Activities & Professional Learning

All staff-related travel are canceled. If any GSCS employees are registered for RESA courses, please check their website to see if they have either been moved to an online format or cancelled. All GSCS events and student activities are cancelled effective through April 3.

Changes to the Continuous Learning Plan

I am proud to work with a team of educators who swiftly prepared a robust continuous learning plan that starts tomorrow, **March 18**. Based on the extension of our closure, all GSCS students in grades 3-12 will move to all-digital learning **March 30-April 3**. We will provide another packet of printed learning materials for all GSCS students in kindergarten through 2nd grade for parents and guardians to pick up from their schools on **Monday, March 30** between 8 a.m. and 3 p.m. Please direct parents and guardians to visit our Coronavirus Information and Resources page at www.spalding.k12.ga.us for information regarding internet service providers.

Meal Distribution Plan

Tomorrow, we plan to distribute 3-day meal packages of breakfast and lunch for pick up for GSCS students and children in the community 18 years or younger and for children with special needs 21 years old and under at Anne Street, Atkinson, Cowan Road and Futral Road elementary schools. We are planning a second distribution on **Monday, March 23** with 5-day meal packages at the same school sites. Special thanks to Administrative Services Division, the Nutrition Departments and all employee volunteers who have stepped right up to serve our families.

COVID-19 Guidance from the CDC

Yesterday, our facilities team began the task of deep cleaning our schools, offices and buses in an effort to prevent the spread of COVID-19. As a school community, we urge you to follow everyday preventive actions recommended by the CDC and the White House at https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf to help prevent the spread of COVID-19. GSCS will remain in contact with District 4 Public Health, Georgia Department of Education follow the guidance of the Governor's Office and the CDC regarding our schools' operational status. As our plans continue to evolve daily, we are committed to keeping you informed via email, our web site, social media channels and local news media outlets.

And last, but not least, I want to thank our community partners, faith-based leaders and local law enforcement for pulling their resources together to donate gift cards, money, resources, or just volunteering their time to make sure we can provide meals and printed learning packets for our students. Their contributions and unwavering support truly demonstrates to our GSCS families and staff that we are Griffin Great and Spalding Strong!

Sincerely,



James D. Smith
Superintendent