Scottsboro City Schools
Reopening Guide
2020-21

Introduction

The Scottsboro City Schools Board of Education and Office of the Superintendent realize the importance of serving our students and employees while at the same time maintaining as safe an environment as possible for our entire community. Over the past few months, much information has been appraised through surveys, parent meetings, and faculty meetings in order to evaluate what actions are needed to resume face to face academic, athletic, and art related school programs. The resumption of activities also includes guidance from the Alabama Department of Public Health (ADPH), the Center for Disease Control (CDC), and other federal and state recommendations concerning best health practices. While we realize that we cannot, nor can anyone, anticipate every challenge that may lie ahead for us in the 2020-21 school year, it is our goal to carry out clear, actionable steps that can be implemented by our faculty, staff, administrators, and students.

As we approach the beginning of school and throughout the 2020-21 school year, the Office of the Superintendent and School Principals will continue to provide information and guidance to our faculty, staff, students, and parents. It is clear that our situation is not static and thus will call for deletions and additions to those practices implemented as new information and experiences deem necessary. Prompt and clear communication among faculty, staff, students, administrators, and parents regarding changes that substantively affect the operation of schools will be critical. Ongoing communication will be a priority. While the 2020-21 school year will be unlike any we have experienced before, the goal will be to make every attempt to facilitate engagement that enriches the experiences of our students while best protecting the health and well-being of the entire Wildcat Family.

School Calendar

After much consideration, the school calendar was created in order to best address the needs for maximum, weekly face-to-face interaction for teachers and students, safety and health protocols for students and staff, and to help the faculty and staff meet the increased expectations and duties caused by COVID-19. This includes, but is not limited to, the areas of: ongoing professional development, virtual online/learning, blended learning, transportation, child nutrition, nursing, mental health, social work, general academic preparation, etc. **Please note that while the school calendar has been approved, it is still subject to change during the school year depending on the upward or downward trend of COVID-19 and the resulting impact.** The revised school calendar can be found on the SCS website.

Please note the following important information in relation to the revised 2020-21 school calendar and the following rationale listed.

1) Teachers will report to school on Monday, August 3rd with professional development days on August 3rd-7th, August 10th-15th, and August 17th-20th.
2) Students will begin to report to school beginning on Monday, August 24th (**details for student attendance on these days provided by individual schools**) according to the following schedule:
    a. 1/3 of SCS students on Monday, August 24th
    b. 1/3 of SCS students on Tuesday, August 25th
    c. 1/3 of SCS students on Wednesday, August 26th
3) All traditional students will report to school on Thursday, August 27th. Online students will begin on Monday, August 24th.
4) Please note that, with only a few exceptions, face-to-face instruction for teachers and students will occur four (4) days a week with one (1) additional E-learning day per week for a total of five (5) instructional days per week.
5) On E-learning days, faculty and staff will report to school. Students will not report to school and will instead work on virtual/online assignments.

The rationale for the changes are as follows:

1) Due to COVID-19, the amount of preparation in all areas have magnified for faculty and staff prior to the arrival of school by students. This constituted a need to provide faculty and staff with the majority of the ten (10) required teacher work days on the front end of the calendar.
2) In order to successfully implement the many new routines, protocols, and logistics of the new normal at school, bringing a third of our student population on campus each day allows students to gain a more complete understanding and training in relation to these new guidelines. This will especially be true for students in our elementary settings. Furthermore, SCS is aware of the practice of parents accompanying our younger students at Nelson and Caldwell to their class on the FIRST day of school for that student. SCS wants this important event to continue and only ONE parent may do so on the first day for that student. The parent MUST wear a face covering in order to enter the building.
3) Procedures taught on August 24-26 should allow for a smooth first day with all students on campus.
4) With the magnitude of new responsibilities placed upon faculty and staff, additional time is needed for the areas mentioned in the beginning of the school calendar section. Moreover, intensive cleaning of facilities by custodial and child nutrition staff can be better accomplished on days when students are not on campus.
5) E-learning days each week will allow the students and teachers to perfect its use in the event that schools are shut down for an extended period of time. This will help in avoiding the situation we found ourselves in last March as both students and teachers will be prepared to meet the challenge.
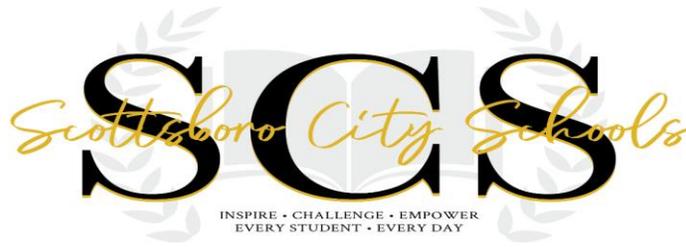
Return to School Protocols
(subject to change pending new guidelines/orders)

2020-21 Registration for School

- All schools are open for student registration. Please contact the main office via phone at the appropriate school or stop by the main office of the school.
- Scottsboro City Schools is currently still enrolling Out of District students. Please contact the Central Office for more information.
- NEW SCS students (**first time enrollees to SCS**) are encouraged to register for school no later than August 20th. Any NEW student who does not register for school by August 20th will be required to enroll on August 24th or after.

Transportation

- Hand sanitizer will be available for students when loading the bus.
- Students from the same household should sit with one another.
- Students should face forward at all times and remain in their assigned seat and spaced seating will be used to the extent possible.
- Bus drivers shall wear a face mask/neck buff while driving the bus.
- Students are encouraged, but not required, to wear a face covering during transport.
- At the conclusion of each route, drivers will sanitize buses with specific focus on frequently touched areas (i.e. hand rails and tops of seats).
- Between morning and afternoon routes, windows on the buses will be left open (weather permitting) in order to circulate air while buses remain on the bus yard.
- During transport, windows will remain down when feasible (weather will be taken in to consideration).
- Buses will have signs posted with COVID signs, symptoms, and other pertinent information.
- Parents should perform a health check on students prior to loading the bus. Students who are sick should not ride the bus.

Child Nutrition

- Scottsboro City Board of Education, each local school, and the Child Nutrition Program will follow all guidance from USDA, ALSDE, and ADPH regarding safe operating and food service procedures. The Child Nutrition Program will adhere to current USDA school nutrition guidelines and practices.
- For breakfast meal service, schools will reduce the number of students in the cafeteria to 50 percent occupancy and/or offer Breakfast in the Classroom.
- For lunch meal service, schools will reduce the number of students in the cafeteria to 50 percent occupancy. Other areas of potential meal service include the classroom, outside (weather permitting), or any other area the principal may have available. A rotation schedule can be made to accommodate classrooms. However, it may be essential to transition to all in-classroom dining.
- Students will not self-serve meals from the traditional serving line. Some schools will have Grab-and-Go options available.
- Snacks and ala carte food items are available for purchase by students.
- Parents/Visitors will not be allowed to visit and dine with their students until further notice.
- Food items and beverages should be sent to school with the student.
- Lunchboxes will be allowed. Students who bring meals from home will need to pack items that do not require heating or reheating.
- Food or beverage items brought from home will be allowed for a class or group of students for consumption (i.e. birthday parties, holiday parties, etc.) pending the Principal's approval.
- Families are encouraged to visit www.PayPAMS.com to prepay for their student(s) meals and eliminate the handling of money.
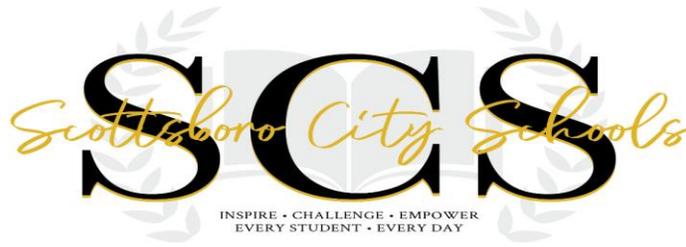
- Should a school or schools transition from traditional learning to remote learning due to COVID-19, the Child Nutrition Program will endeavor to provide students with meals upon request. A plan for preparation and pick-up will be provided.
- Meals will be available for Virtual/Online Learners upon request. More information will be provided soon.
- Students should wash their hands before eating and wash/sanitize after eating.

Morning Arrival

- Elementary
  - Students (car riders) shall arrive to school no earlier than 7:15 a.m.
  - As a general rule, students will report immediately to their homeroom at 7:15 a.m. unless otherwise instructed by their school's individual procedures for breakfast service.

- Secondary
  - Students (car riders) shall arrive to school no earlier than 7:45 a.m.
  - As a general rule, students will report to their homeroom at 7:45 a.m. unless otherwise instructed by their school's individual procedures for breakfast service.

Afternoon Dismissal

- Afternoon dismissal procedures and times will be provided by individual schools.

Classroom Procedures

- Cleaning and/or sanitizing supplies will be provided and be available for use for each classroom by the SCS. Individual schools may request, but not require, additional supplies from each household.

- Students should use hand sanitizer provided upon entering a classroom and as needed while in the classroom. Opportunities for handwashing during the day shall be provided.
- Personal belongings should be placed in a designated area if available.
- To the extent possible, students should sit in rows.
- As a general rule, student supplies should not be shared. When sharing is necessary (i.e., in P.E. classes students may share a ball), sanitizing steps will be taken by each school.
- Individual schools will implement additional procedures relative to their individual school needs.
- Procedures for electives and activity classes will be provided at each individual school (i.e. playground use, Art classes, Drama, Band, etc.).

Transitions During School

- To the extent possible, where there are multiple doors for entrance and exit, one door will be used as the entrance and one as the exit.
- Walk to the right in the hallways and stairways to keep a one directional path for students and employees.
- Eliminate elevator usage as much as necessary and limit elevator use to one person at a time when feasible (SHS).
- Post directional signage and signage for six-feet spacing in the hallways/stairwells.
- Limit the mixing of students to the extent possible.

Procedures for SCS Guests on Campus

- While the school system welcomes guests to school, it is highly recommended that guests make contact with persons on campus through remote connection (email, phone, Zoom conferences, etc.)
- Access to schools by outside guests shall be limited based on current levels of risk as determined by the Office of the Superintendent in cooperation with school based administration.
- Guests on campus are required to wear face coverings.

Travel /Gatherings/Assemblies

- Field trips for students will be limited until further notice. Local trips/travel for students are permitted (i.e., buses going to tech school, CO-OP students reporting to their jobs)
- AHSAA athletic events requiring bus transportation to away games (to include fall sport teams, band members, and cheerleaders) are scheduled at this time, but are subject to change. Guidelines for transportation to away events will be provided by each sport.
- All gatherings/assemblies are subject to current information/guidelines from the ADPH/CDC/AHSAA/ALSDE and other relevant entities/organizations. Thus, there may be limitations and/stipulations to gatherings/assemblies within the SCS for the 2020-21 school year. Such information concerning gatherings will be provided on a consistent basis to the public.

Sanitization and Cleaning / Custodial Staff

- At the main entrance and selected secondary entrances based on each campus, hand sanitizer will be available for use. Upon entering the building, all individuals should use the hand sanitizer provided by the SCS.
- All restrooms shall have running water, hand soap, and paper towels provided. The CDC reports that the temperature of the water does not have an effect on microbe removal. Thus, cold or lukewarm water are sufficient for handwashing. Furthermore, the recommendation is to wash hands for 20 seconds.
- High touch areas such as door knobs/pulls, table tops, railings, countertops, etc. will be regularly cleaned during the time that schools are in session. Each school will have procedures in place to accomplish this goal.
- Provide professional development for all custodial and CNP staff focusing on guidance for cleaning and disinfecting.
- Change air filters regularly.
- Audit necessary materials and supply chains for cleaning and disinfection supplies.
- Use of water fountains will be prohibited at this time. Students are encouraged to bring water bottles from home as we have in the past. Alternative options for water distribution will be considered if necessary by the SCS.

Health Checks

- All students (with the assistance of their parents/guardians) and employees should conduct a daily self-check before coming to school/work each day.
  - o Home is the first point of the screening continuum. Scottsboro City Schools will educate and support families in identifying the symptoms that indicate students should stay home. Families should self-report symptoms of illness to the school's administrative and nursing staff.
- Students who exhibit signs of potential COVID symptoms or are sick in general should refrain from attending school. Students with a temperature of **100.4 or greater** should not report to school.
- Employees who exhibit signs of potential COVID symptoms should contact their supervisor immediately.
- At or near the beginning of the school day within the classroom, every SCS student will be given a temperature check by his/her homeroom or first period teacher. Each classroom teacher will be provided a "no touch" thermometer to use. Any student or teacher with a temperature of **100.4 or greater** will be sent to the school nurse for further assistance and/or observation. Further temperature checks may be conducted during the day for all students when necessary.
- All SCS employees will be provided a temperature check at or near the beginning of the school day. Further temperature checks may be conducted during the day when necessary.

Health Services

- Signage throughout the building should include healthy handwashing and hygiene information, encouragement to wear facial coverings, and six-feet social/physical distancing.

- All faculty, staff, students, and individuals who have direct, sustained contact (within 6 feet for more than 15 minutes) with an individual who has been determined to be positive for COVID 19 should contact the school's nurse. Contact can be made at dhancock@scottsboroschools.net and whastings@scottsboroschools.net with Mr. Dale Hancock and Mrs. Wendy Hastings as the main points of contact. Please include both in your correspondence. Faculty and staff should also directly contact Mr. Kevin Willoughby, Director of Humans Resources at kwilloughby@scottsboroschoos.net.
- When necessary, contact tracing will be conducted through the process determined by the ADPH and CDC. The Scottsboro City Schools asks that all parties cooperate with school and district leadership in determining contact tracking points of those who are infected.
- Hand sanitizer that meets the 60% or greater alcohol threshold will be used in all schools, athletic facilities, and offices within the district.
- Students with pre-existing health conditions should be reported to the school administration by parent/guardian with supporting documentation. Those with current health plans will be carefully reviewed by the SCS nursing staff.
- Nursing staff and Special Education department will systematically review all current student plans prior to the opening of school, to include Individual Healthcare Plans, Individualized Education Plans, or 504 Plans. This review will be for the purpose of accommodating students with special healthcare needs and, in turn, the updating/modifying of these plans in order to decrease the student's risk for exposure to COVID-19. In order to assist in facilitating the need for a systematic review, the SCS will contract with additional staff in both the SPED department and hire additional nursing staff to meet this end. The revision of the aforementioned student plans will include additional academic screening processes using multiple avenues to include, but not limited to, STAR, ELLEVATION, FRECKLE, LANGUAGE! LIVE, EXPLODE THE CODE, NEXT UP TRANSITION, N2Y, and EDMARK. In order to accommodate students and parents, APP RIVER (online document signing software) has been purchased in order to assist in all parties signing documents during ZOOM and GOOGLE MEET virtual meetings.
- In order to meet the needs of vulnerable populations, the SCS will:
  - Offer online educational options for students who have health needs.
  - Offer alternate faculty and staff roles for employees who are identified as one in a vulnerable population.

- o Offer job based accommodations for faculty and staff who are identified as being in a vulnerable population in order for them to report to and perform job based duties.
- Health Room checklist for schools (supplies available)
  - o In the Health Room, there may need to be additional supplies added such as dividers, curtains, and additional supplies depending on the set up of the individual room.
  - o Well Student Area (to maintain routine care for students and giving routine medications) The area may be maintained by a divider or curtain that allows for social distance.
  - o Sick Student Area (Isolated area for sick students, suspected COVID-19) The area may be maintained by a divider or curtain that allows for social distance.
  - o Sink with running water as feasible by LEA
  - o Liquid soap
  - o Paper towels
  - o Alcohol-based hand sanitizer (ABHRs with 60% alcohol or more)
  - o Bathroom Facilities (for student usage) as available
  - o Disposable Gloves
  - o Surgical Masks for health room (students or staff with fever/cough and nursing staff)
  - o Face Shields
  - o Gowns (Lab Jackets or scrubs is recommended for nursing personnel)
  - o Thermometers (digital for forehead readings) No-touch thermometers are preferred.
  - o Red box for needles and body fluid trash
  - o Routine assessment equipment (B/P cuff, stethoscope, etc.)
  - o Pulse Oximeter
  - o Disinfecting Wipes as available
  - o Disinfecting Solutions
  - o Disinfecting Sprays
  - o Disposal Paper for Cots
- Nurses return to work one week prior to faculty and staff in order to focus on health plans and preparations for the reopening of schools (to include preparation of isolation area).
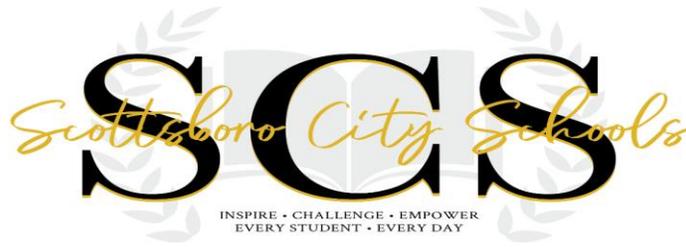
- Additional "floating" nurse hired for the 2020-21 school year as needed to bring the total number of nurses to 6 (5 schools)

Student or Staff Positive or ill with COVID like Symptoms

- Be reminded, close contact is defined as those students and staff that have been within 6 feet for at least 15 minutes (6/15 rule).
- Per notifiable disease role, the Healthcare Provider, school nurse, principal, or SCHOOL SYSTEM DESIGNEE should immediately report COVID 19 positives or suspects to Public Health using the online ADPH Report Card. https://www.alabamapublichealth.gov/covid19/healthcare.html
- Step 1
  - o Isolation (positive or suspected student/staff will be isolated from others in a pre-designated COVID-19 room and sent home.
    - If positive or of parent/staff call with a positive test, the student/staff must quarantine for 10 days, with 1 day of recovery without fever or fever reducing medications.
    - If symptomatic, any sick student is advised to see their healthcare provider to determine if student/staff has COVID-19 or other non-communicable disease. Self-quarantine is advised.
- Step 2
  - o Identify close contacts to symptomatic staff or student
    - The school nurse will help determine who are close contacts to the positive or symptomatic student or staff.
    - The close contacts will be isolated and sent home until COVID-19 is confirmed. The school may require a healthcare provider's release to return to school/work.
    - If COVID-19 is confirmed, the school nurse will advise those close contacts (6/15 rule, masked or unmasked) to self-quarantine for 10 days from exposure and monitor their health closely.
    - School nurse will communicate that a representative from the AL Department of Public Health will be contacting them.
    - Aggressively clean and disinfect per CDC guidance.

- Step 3
  - Report to ADPH
    - The school nurse shall report the positive or suspected case using the ADPH online link at https://www.alabamapublichealth.gov/covid19/healthcare.html
    - Information needed in the ADPH online COVID-19 Report Card includes the list of students in the classroom, Teacher/staff names, guardians for the students and telephone numbers. Seating charts for the bus and classroom may be uploaded in the ADPH on COVID-19 link.
- Step 4
  - School Communication with Parent/Guardians and School Staff
    - The school will use their existing school process to notify parents/guardians that an exposure has occurred. Confidentiality and privacy must be maintained.
- Step 5
 - Cleaning and disinfecting of the classroom/area.

Wearing of Face Masks/Face Coverings/Neck Buffs on Campus

- Employees
  - It is the understanding of the SCS that the current Governor's order requires that school employees wear face coverings when feasible.
  - Employees will be provided with disposable face coverings by SCS but can provide their own if desired.
- Students
  - Students should wear masks as indicated in the latest Governor's order. Masks should be worn by student to the greatest extent possible.
  - Students will have access to face coverings at school if needed.
- All face coverings, when used, should be in compliance with the SCS Student Code of Conduct in terms of graphics, logos, etc.
- SCS realizes that face coverings are topic of much discussion and will monitor guidance and requirements for the APDH, CDC, and State/Local governments.

Virtual/Online Learning and Remote Learning Preparation and Delivery

- Students in the Scottsboro City School System have the option to choose Virtual/Online Learning or Traditional Learning. Regardless of the choice of instructional delivery, each student will be classified as an SCS student and receive the full benefits of their membership as a student within the system. For example, a virtual/online student can participate in athletics or be in the band.
- Students participating in the Virtual/Online learning will be provided curriculum that adheres to the Alabama Course of Study and focuses on the critical standards identified by the ASLDE. Content will mirror that of traditional students.
- Students who choose the virtual/online option should register through the online Google Form located on the SCS Facebook page and SCS website. **Parents of students are asked to complete the online registration form by July 24th for planning purposes.** Late online registration will be held on Tuesday, August the 4th beginning at 8:00 a.m. and ending on Wednesday, August 5th at 8:00 a.m.
- While students can enroll in the virtual/online option after this date if necessary, registration by this date will greatly enhance the ability of the school and teachers to make appropriate preparations.
- All students in grades Pre-K through 12 will be assigned an email address with the domain of scottsboroschools.net.
- SCS will identify the technology needs of each student in the system in relation to virtual/online learning (whether it is chosen by the individual at the beginning of the year, occurs on an individual basis during the year, is needed for regularly scheduled E-learning days, or becomes the method of instruction for all students during the year due to a school or system shutdown).
  - Students who have a reliable computer and/or reliable internet will be allowed to and should use their own devices and/or connectivity at home.
  - Students who do not have a reliable computer and/or reliable internet will be provided with such needs on a case by case basis at home.
    - Students using devices owned by SCS will sign a Use Agreement and should pay a nominal deposit fee prior to receiving equipment. Deposit fees will be posted and each student will be invoiced by the District.
- Students who choose the virtual/online option at the beginning of the school year will be assigned a virtual teacher who is a certified teacher or a course facilitator with the SCS.
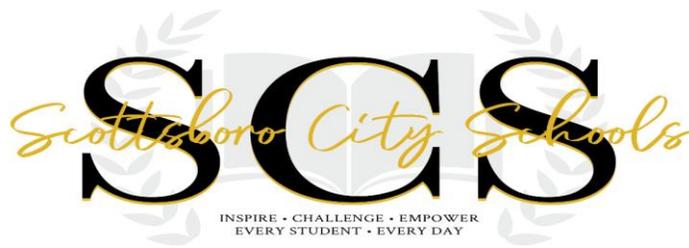
- Students who choose the online option at the beginning of the school year should:
  - For Elementary school students, remain in the online format in increments of no less than 9 weeks.
  - For Secondary school students, remain in the online format for no less than one semester.
- SCS will hold an Orientation for parents and students who choose the virtual/online option at a date to be named in the future.
- Course content for online learning will flow through the learning management system, Schoology, for the 2020-21 school year. Faculty and staff will receive extensive training on Schoology prior to the 2020-21 school year in order align the online content with our system-wide pacing guides. Students will also have the opportunity for "live instruction" with the purchase of Google Enterprise (which upgrades the Google Meet portion of the Google Suites).
- Online students will adhere to current progress monitoring standards that are applicable to traditional students through online tools such as STAR, Freckle, ELLEVATE, etc.
- Faculty and staff will load content into Schoology that corresponds to the standards from the ALCOS and critical standards that corresponds to the appropriate grade level and/or course. Both online and traditional students will receive all or part of their instruction through Schoology.
- Faculty and staff will be provided with no less than 12 hours of face to face training prior to the reopening of schools, concentrating on Schoology and its application in the learning process.
- While traditional students will learn at a synchronous pace, Schoology will allow for an asynchronous pace for online students as the online students will learn and perform at different times. Mastery and pace of content for online learners will look different for each student. Traditional students will be afforded the opportunity to convert from a synchronous pace to an asynchronous pace with the implementation of Virtual Learning Days built in to the school calendar. This transition in the daily routine of the traditional student will prepare them for the potential of a class, school, or system shutdown.

Alabama Literacy Act / Curriculum

- SCS identified the bottom 5% of students for inclusion in our online Summer 2020 program for grades K-3 using data from DIBELS and STAR as well as previous standardized testing completing 40 hours.
- The Summer Program included:
    - Parent and Student orientation
    - Student screener
    - Distribution of Chromebooks and MIFIs
    - Lesson taught by HQ teachers in the SCS (to include SPED teachers)
    - Interpreter for EL students
- The remaining 30 hours will be provided after school via the same method of instruction provided in the Summer 2020 program.
- The K-12 Critical Standards have been identified to help SCS prioritize the major work of each grade. The ALCOS has been thoroughly reviewed as well in order to ensure consistency of Pacing Guides for the year.
- Screeners and other formative diagnostic tools will be used at the onset of the year and designated times during the year in order to craft and adjust instruction based on individual student needs. Provision of additional supports for both traditional and online students will be consistently reviewed by grade level teams with revisions communicated to faculty, staff, and parents.

Buildings and Grounds

- Areas in each building have been identified for additional space to include the designation of an isolation room for students and staff.
- All school have directional signage to indicate to staff and students' proper movement throughout the building. Breakfast and lunch times will use classrooms for feeding and/or the 50% occupancy guideline.
- Each school will establish procedures to regularly clean high touch areas to include playgrounds, computer labs, science labs, libraries, etc.

Athletics / Extra-Curricular Activities

- Currently, all athletic teams are observing rules and regulations provided by the Office of the Superintendent given on June 1 (activities for athletes began on June 8). These rules and regulations will remain intact until further guidance is provided by the AHSAA.
- These rules and regulations apply to all extra-curricular activities to include band. However, there will be additional measures implemented for the band in consult with the Alabama Music Educators Association.

Human Resources

- Employees who have tested positive for COVID-19, who have been quarantined by a health care provider, who are experiencing symptoms related to COVID-19, or who are required to care for an individual who has been quarantined should notify your immediate supervisor as soon as possible.
- Upon notification by the employee, the immediate supervisor should notify the Director of Human Resources.
- Employees who have been diagnosed with COVID-19 should not return to work until cleared by a physician.
- Human Resource Director and CSFO consults with Board Attorney in reviewing and amending staffing policies and procedures.
- Additional sub workshops prior to the beginning of school to strengthen substitute numbers. This includes additional training as a result of COVID procedures.
- Under contract with SPUR (temp service) to assist in identifying additional staff as needed throughout the school year.

Wrap Around Supports

- Local school counselors will establish procedures to implement small group counseling sessions to assist students with the transition back to school as well as needs related to familial concerns as a result of COVID-19 and the extended closure of schools.
- Open Houses will be provided in person and online to accommodate the needs of parents and students to include the provision of Wellness and Health resources for students and parents.

- All homeroom teachers will contact their students and parents to identify needs and barriers for school success prior to the beginning of school and coordinate additional supports and services to the Director of Student Support Services.

School Closures

- Targeted School/System Closure
  - Individual schools, through the office of the Superintendent, can implement targeted school closures for the system, an entire building, grade level or classroom if/when necessary. These closures can be for 24 hours and up to five (5) days.
- Extended School(s)/School System Closure
  - When a school(s) or the school system is closed for a period of more than one week, an extended school(s) or school system closure shall be approved by the Board of Education.