Tarrant City Schools Plan for Reopening Schools

Tarrant City Schools is dedicated to providing our students with high-quality instruction in a safe, caring learning environment. In order to better meet the needs of our students this school year, Tarrant City Schools will be integrating the following instructional methods for the 2020-2021 School Year.

Traditional Learning
-Daily physical attendance at a school building
-Traditional learning environment
-Face-to-face instruction

Blended Learning
-Face-to-face **AND** online learning environment (meet at school occasionally)
-Integrate traditional learning and online learning environment

Virtual Learning
-Courses and Content delivered virtually (online)
-Non-traditional instruction

Remote Learning
-Parent requested online learning platform (quarterly enrollment/withdrawal)

For more information, please contact Tarrant Board of Education at (205) 849-3700.
Classes Begin Tuesday, August 25th

Traditional Learning

- ❖ Daily physical attendance at a school building
  - ❖ Traditional learning environment
    - ❖ Face-to-face instruction

Traditional Learning Plan (In-Person)
100% Students and Staff On-Campus which will be determined based on the COVID cases in Jefferson County

Component	Key Considerations	Resources

Professional Development	1. The district will provide the following ongoing Technology PD sessions:
	    a. Schoology, Zoom, Google-Suite, Clever, Screencastify, SchoolPLP, Swivl, GoGuardian.
	 2. The district will also provide the following trainings:
	    a. Blended Learning/Flipped Classroom
	    b. COVID Procedure Training (FERPA, HIPAA, 6:15
	    c. Sensitivity Training, Isolation Procedures, Confidentiality etc. for all staff (during the annual Institute Day training).
	 3. Trainings will be provided by district staff, vendors, and community partners with the expectation that staff members will learn to be sensitive to the needs and resources of our students and families due to the impact of COVID-19. The teachers will also receive professional development, guidance, and information related to the impact that COVID-19 will have on instruction and learning. They will learn how to collaborate with stakeholders to assist with recommended resources for families and students.
	 4. Professional Developments through the school year will be limited to ALSDE and district mandated meetings. Outside travel will be limited.
		TCS July-August PD Schedule: https://docs.google.com/document/d/1A30xB5oSVpOCUgbjCCD-E_AoH6ngYdFOIoSK7Y0BldA/edit?usp=sharing

Communication	1. The district administrative team will communicate with staff via various platforms (Website, E-mail, etc.).	

	2. School administrators and teachers will utilize various platforms to communicate with students and parents, and community stakeholders weekly (ie. Remind/GroupMe/Slack/Social Media/Website/E-mail, etc.). Communication will be provided in each families' native language to the extent possible. 3. The administrative team will schedule meetings with staff to communicate expectations, guidelines, and timelines for each framework. 4. Signage, brochure, videos, etc. will be shared with parents regarding home prevention and screening students prior to sending them to school. Parents will be encouraged to check student's temperature at home every morning. Students with temperature of 100.4 or more should stay home and consider COVID testing. Parents will also be encouraged to monitor symptoms. Any positive symptoms should prompt the parent to keep the student home from school. 5. Signage will be posted on all entryway doors regarding current guidelines and safety precautions regarding physical distancing and masks. 6. Parents will be surveyed to determine which instructional framework they choose.	
Enrollment/Withdrawal	1. Parents will register online (after a residency check has been completed at the school) using PowerSchool Enrollment platform. 2. Parents will call to schedule an appointment with the school office staff for withdrawals.	TCS PS Enrollment link: https://registration.powerschool.com/family/login?ReturnUrl=%2ffamily%2fhome.aspx COVID 19 Registration https://youtu.be/vmomt3fB45

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Attendance/ Check-Ins/ Check-Outs	1. Attendance will be taken in the traditional format. 2. If a parent contacts the school to express that a student has been exposed or has received a positive test, then use the state guidance and codes for attendance (*See attached link). 3. Excuses will be handled virtually. No paper excuses will be accepted. (*See Google form) E-mails or text-messages are allowed. 4. Parents/visitors entrance will be limited. Check-outs will be strongly discouraged at a certain time. 5. Parents can check tardy students in from the front door. Tardy students should check-in with the office staff prior to going to class. 6. School registrars and administrators will consistently review attendance entry to check for errors.	See the Alabama Roadmap: https://www.alsde.edu/Documents/Roadmap%20for%20Reopening%20Schools%20June%2026%202020.pdf (Pages 36-37) See Attendance Excuse Google form: https://drive.google.com/file/d/15TwngjnIifJdoEABr_wfXLMVRvDr23hM/view?usp=sharing
Scheduling	1. In an effort to minimize student transitions, extra-curricular classes/Specials classes will be limited. 2. The district will follow the ALSDE PE guidance. All PE classes will be divided by the coaches to minimize teacher: student ratio. 3. Art/ Music classes: No band/music (wind) instruments will be used indoors. Art supplies and musical instruments must be individualized. Sharing of supplies or instruments will be minimized.	See ALSDE Guidance for Physical Education: https://docs.google.com/document/d/17KUNkfaTAHrS9GKe36VuvTqSIYlYnqff5tC9qOF7hUs/edit?usp=sharing
Transitions	1. Transitions need to be minimized. 2. Social distancing is required. 3. All students will either transition on one side or the other of the hallway or in one direction (One-way hall traffic).	

Restrooms/Water Fountains	1. TES/TIS: Students will only go to the restroom alone when it is an emergency. 2. Procedures will be put in place to ensure restroom sanitation after class restroom visits. 3. All Schools: The number of students in the restroom will be limited. 4. THS: Restrooms will be monitored during class change. 5. Water fountains may be used to fill cups (THS) or water bottles (TES/TIS) only. Hand sanitizing stations will be strategically placed near water fountains.	
Classroom Seating and Sanitation	1. Student desks should be spaced apart as much as possible. Desks should be placed in forward-facing rows. Flexible seating, reading tables, etc. should be removed unless plexi-glass shields are used. 2. Classroom sanitation and cleaning is a team effort. Teachers, staff and the maintenance department will work together to ensure classrooms are disinfected regularly. 3. Assigned seating and seating charts are required for each class.	See the APA Guidance regarding Physical Distancing: https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/
Safety and Wellness	1. All staff will be required to complete the annual Standard Precaution Training. 2. Staff will be role models and encourage hand washing and basic respiratory hygiene. 3. Teachers and students will wear masks. Students will wear masks while in transit and while on campus. 4. Masks will be required at all times except during meals and water breaks. 5. The district will provide PPE to all teachers and	COVID 19 Screener https://youtu.be/5n23gJ--NpU

	staff. Masks will be available for students who need one. Nurses will have additional PPE for teachers and students as needed, 6. Those students displaying signs of COVID-19 will be sent to the nurse. The nurse will conduct COVID screening and contact parents/guardians if needed. 7. Each school will create an isolation room for symptomatic students (located in proximity to the nurse's office). 8. Posters will also be made available for classrooms and common areas (hallwyas, lobbies, etc,) with health tips regarding hygiene. It will also be shared on social media and our website. 9. Safe distance indicators will be posted in common areas (hallways, cafeterias, etc,) and classrooms. 10. Our district MTSS will serve as our COVID-19 Crisis Response team. This team consisting of at least a teacher, nurse, social worker, administrator, mental health liason and central office staff will have processes in place to identify individual student needs, resources, and timelines.	
Transportation	1. Parents are encouraged to provide transportation for their student(s) due to the fact that social distancing on the bus is not possible and the potential for exposure is increased. 2. Signage will be visibly posted on buses regarding mask requirement and social distancing, 3. Buses will pick up and drop off using dedicated bus lanes. 4. Students will wear masks on the bus. 5. The bus driver/aide will assign seats and turn the seating chart in to each building administrator.	COVID 19 Bus Riders https://youtu.be/tjzOsbXfShU

	6. The contracted bus service will provide sanitizing equipment for bus drivers/aides to spot clean and sanitize regularly (seats, handrails, etc.). 7. Upon entering the bus, students will apply hand sanitizer. 8. Eating on the bus is prohibited by federal and state guidelines. Because of COVID, this will be strictly enforced.	
Arrival Procedures	1. TES/TIS-Students will be asked to remain in the car until a staff member gets them. (2-3 at a time) 2. TES/TIS-Walkers will enter using a separate entrance. 3. THS- The school will unload one bus at a time and all students will report directly to their first period class.	
Meals	1. Breakfast and lunch will be served in the classroom. 2. No items should be brought from home and shared with a class or group of students (ie. Birthday parties, special snacks).	
Curriculum/Pacing Guides/Lesson Plans	1. Teachers will prioritize the Critical Standards outlined by the ALSDE. Note: All Standards should be taught, but these standards will be prioritized. 2. Pacing Guides and lesson plans will be developed based on the critical standards. 3. Lesson plans will be turned in digitally through Google Drive or Schoology weekly. 4. Timelines for consistent progress monitoring will be communicated to all teachers. 5. School administrators will review pacing guides and lesson plans provide specific feedback regularly. 6. Teachers will continue to utilize the district	Reference Alabama Roadmap Critical Standards on pages 18-24: https://www.alsde.edu/Documents/Roadmap%20for%20Reopening%20Schools%20June%2026%202020.pdf

	Standards Mastery charts for all classes. 7. Teachers will co-plan with departments to maintain consistent pacing of other standards.	
Instructional Delivery	1. A Weekly Agenda will be posted online (using Schoology and/or teacher website). 2. Teachers will provide tiered Instruction. Teachers will ensure social distancing. 3. Teachers will plan for both teacher-led instruction and online instruction. 4. Students grades K-8 will be screened for reading and math deficiencies using the AlaKids Screener or I-Station screener. 5. School administration and teachers will contact the families of students who have been identified as having a reading/math deficiency within 15 days after the identification date. 6. District/school administrators, specialists, and teachers will gather and use student data to adjust instruction and provide additional supports to meet individual student needs. 7. Families will be provided tools and resources to use at home with students to improve reading and/or math skills as needed. 8. Parents will be given an instructional hotline number to ask questions or request additional resources. 9. Elementary Reading Foundations teachers will wear face shields and remain physically distanced from students while providing reading instruction. 10. The district will limit the sharing of personal items/supplies.	*See the Alabama Literacy Act Implementation Guide and powerpoint available on our website. See district testing calendar here: https://drive.google.com/file/d/17C77dzY31xDWpvVddlFMdW66l6IeuwKN/view?usp=sharing
Grading & Report Cards	1. Teachers will provide grades based on mastery of standards. Mastery can be determined through	

	various means: videos, demonstrations, projects, assignments, group discussions, and assessments, etc. 2. Teachers will also include a small percentage based on participation to encourage student engagement. *Assignment completion and accuracy will be critical 3. Progress Reports and Report Cards will be mailed during the first semester. This will be re-evaluated in January.	
Lockers/Backpacks	1. TES/TIS: Students will not be allowed to use backpacks. THS: Students will be allowed to bring drawstring bags and purses. All athletic bags must be turned into coaching staff every morning. 2. THS: Lockers will not be utilized.	
Textbooks/Library Books	1. Textbooks should be e-books. 2. Library book circulation will follow state and national safety protocols.	
Technology Use	1. During the first week of school, teachers will provide Wifi guidance (in case of shutdown). Teachers will also review Digital Citizenship, Technology Expectations, etc. 2. Teachers will review Chromebook routines and procedures. 3. Students will be reminded that the TCS Acceptable Use Policy applies both on-campus and off-campus. 4. The district will provide Go Guardian for Chromebook content filtering. 5. Procedures will be developed for Chromebook Distribution. 6. The district will provide virtual trainings for parents	COVID 19 Technology https://youtu.be/2yA-K9bCago

	to support online learning (for all selected frameworks). 7. A device deployment plan will be communicated to parents prior to the beginning of the school year. 8. Parents will be given contact information/IT support numbers for damaged or malfunctioning devices.	
Dismissal Procedures	1. TES/TIS: Students will dismiss in stages: -Dismiss walkers/bus riders first. (Resource staff help outside) -Use intercom to call 6-7 students at a time. 2. THS: Students will have a staggered dismissal (venue hall). -Car riders will dismiss from the side door (near main hall stairs/Counseling office) -Drivers will exit the back hall courtyard door (near FACTS).	
Field Trips/Assemblies/Parties	1. There will be no field trips or assemblies for the fall semester. 2. Virtual field trips are acceptable. 3. There will be no class parties this semester. ***Field Trips, Assemblies, and parties will be re-evaluated in January.*	
Extra-curricular Activities	1. There will be no fall festival this year. 2. Academic teams, drama club, band, etc. will need to follow the same guidelines as athletics (social distancing, etc.) Auxiliary teams will not travel this semester (cheerleading, etc). 3. TES: There will be no clubs during the first semester. We will re-evaluate in December.	

Socio-emotional Needs	1. Teachers and staff will actively monitor students for signs of depression, abuse, etc. and notify designated staff (administrative team, counselor, etc.) 2. If students' needs are not being met (food, clothing, etc.), please notify administrative staff so that we can provide items or connect that family with outside agencies. 3. The district will provide access to virtual counseling through an outline agency. While the counseling department will provide additional support through various means. 4. The district will provide a school-based mental health program which includes Eastside Mental Health services, UAB, and	
After School Program	1. Based on guidance from the ALSDE and Jefferson County Health Department, programs are currently being evaluated to determine feasibility. 2. If allowed, students will need to be socially distanced. 3. Masks will be strongly encouraged. 4. THS- After School Tutoring (including GEAR UP) will require seating charts.	
Athletics	1. The district will follow all Alabama High School Athletic Association guidelines.	
Intervention	1. Teachers will follow current RtI/Intervention practices.	
Serving Vulnerable Populations	1. IEP/504/iELP meetings will be held virtually using Zoom, Google Meets, of Free Conference Call. 2. Occupational Therapy and physical therapy	

	sessions will be held virtually. 3. Speech therapy will be provided virtually. 4. Case managers will revise IEP/504/IELP plans to reflect students' evolving needs based on assessment data and parent feedback. The case manager will provide virtual support and accommodations and match services and health needs accordingly. They will also work with teachers to ensure accommodations are being made regularly. 5. Caseload managers will have virtual meetings with their students to ensure that they are receiving accommodations and getting the help that they need. 6. IELP Teams will screen new enrollees with languages other than English (see ALSDE guidance). 7. IELP teams will ensure language supports for EL students. 8. Hearing impaired students' instructors will wear clear masks. 9. The district Student Services and EL departments will provide ongoing communication with families via various platforms (phone, e-mail, etc.) to ensure that all students are receiving the needed services	

Blended Learning

- ❖ Face-to-face **AND** online learning environment (meet at school occasionally)
    - ❖ Integrate traditional learning and online learning environment
- ❖ Parent requested online learning platform (quarterly enrollment/withdrawal)

Blended Learning Plan

50% Capacity- Depending on JCHD guidance, we will enter this framework with students coming on campus 2x per week and working online 3x per week.

Component	Key Considerations	Resources
Professional Development	*See page 2*	TCS July-August PD Schedule: https://docs.google.com/document/d/1A30xB5oSVpOCUgbjCCD-E_AoH6ngYdFOIoSK7Y0BIdA/edit?usp=sharing
Communication	* See page 2 1. District and School administrative staff will communicate to parents the importance of daily screenings of their child(ren) prior to sending them to school. 2. District and school administrative staff will communicate to teachers and staff members the importance of daily screening themselves prior to coming to work and give procedures for communicating any exposures or illness. 3. Teachers will communicate Parent/Student Expectations regarding Tech Use. They will also review the Routines and procedures for Technology Usage and Caring for Chromebooks with students. 4. Teachers should have consistent Document Logs documenting parent and student communication (especially for students who are struggling to keep up with assignments). 5. Teachers will check-in with Students regularly. 6. Teachers will provide Weekly Agendas/Newsletters/Videos to Parents and	*COVID 19 Parent Communication:* https://tinyurl.com/tboecovid19

	Students. 7. Teachers will have set office hours to provide support/assistance for students and parents—using Zoom, Free Conference Call, or Google Voice.	
Enrollment/Withdrawals	*See page 3*	
Attendance/Check-ins/Check-Outs	*See page 3*	
Scheduling	1. Each school will follow the following schedule: ● M/T- Blue Day ● Wed- Virtual (Cleaning) ● Th/Fri- Gold Day 2. Expectations will be shared with the students/parents: Though a student is not on campus that day, they will need to login to complete assignments through Schoology. 3. Teachers will provide both live and pre-recorded instruction on Schoology on the virtual learning days. 5. Signage (or flags) will be posted to denote the school day (Blue/Gold day). 6. On in-person learning days, teachers will strongly focus on the Critical Standards. 7. Staff will be reassigned to accommodate needs.	Reference ALSDE Roadmap Page 30: https://www.alsde.edu/Documents/Roadmap%20for%20Reopening%20Schools%20June%2026%20202020.pdf
Transitions	*See page 4*	
Restroom/Water Fountain	*See page 4*	

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Class Seating & Sanitation	*See page 4
	  1. Students will be physically distanced.
	  2. Seating charts should denote that students are seated further apart than in the traditional framework (ie. every other seat).	

Safety & Wellness	*See pages 4-5	
Transportation	*See pages 5-6 1. A Blue and Gold paper will be displayed on the front of the bus.	
Arrival Procedures	*See page 6	
Meals	1. Meals will be served in the classrooms. 2. On off-campus days, students can pick-up meals from the school.	
Curriculum/Pacing Guides/Lesson Plans	*See page 6	

Instructional Delivery	1. The on-campus students would receive traditional instruction.
	  2. Off-campus students would receive online instruction using Schoology.
	  3. On Wednesdays, teachers will provide Small group Instruction, Individual Student Conferences, and provide Zoom Student Check-Ins.
	**NOTE: Teachers should consider using the majority of their in-person days for instruction. Assessments can primarily be given using Schoology on off-campus days.	

Grading & Report Cards	*See page 7	

Lockers/Backpacks	*See page 7*	
Textbooks/Library books	*See page 7*	
Technology Expectations	1. During the first week of school, teachers will provide WIFI guidance (in case of shutdown). Teachers will also review Digital Citizenship, Technology Expectations, etc.) 2. Students will be reminded that the TCS Acceptable Use Policy applies both on-campus and off-campus. 3. Teachers will review Chromebooks routines and procedures. 4. Procedures will be developed for Chromebook Distribution 5. The district will provide Go Guardian for Chromebook content filtering. 6. The district will provide hotspots throughout the city for students without Internet access. The district will provide a map of the sites. These hotspots will be password protected (with the password changing periodically). 7. Parents will sign a Chromebook contract outlining the expectations for technology damage. 8. The district will provide Instructional Help Videos and a hotline to call for technical support.	TCS July-August PD Schedule: https://docs.google.com/document/d/1rXdW_fp_Ly8dhr3ZBLIWnPII4i2v6ge6PwZrEIULtfk/edit?usp=sharing
Dismissal Procedures	*See page 8*	
Field Trips/Extracurricular Activities/Parties	*See page 8*	

Socio-emotional	*See page 9*	
After School Care	*See page 9*	
Athletics	**See page 9	
Intervention	1. Teachers will use Wednesdays to follow up with students who need Differentiated/Small-group Instruction	
Serving Vulnerable Populations	*See pages 9-10*	

E-Learning Learning

- ❖ Courses and Content delivered virtually (online)
  - ❖ Non-traditional instruction

E-Learning Learning Plan
100% Online
**Depending on the COVID cases, this could be implemented by class, by grade level, or by school.

Component	Key Considerations	Resources
Professional Development	**See Pages 2 & 12* 1. The district will also provide student-friendly HELP videos and a website with resources specifically for students and parents 2. Tarrant City Schools will provide parents with the following: -Explicit directions on how to submit assignments -Explanation of "what is expected" as far as platforms and avenues of communication -How to access and interact with digital textbooks -Monthly informative videos	TCS July-August PD Schedule: https://docs.google.com/document/d/1rXdW_fp_Ly8dhr3ZBLIWnPlI4i2v6ge6PwZrElULtfk/edit?usp=sharing
Communication	**See Pages 12 & 13* 1. Administrator will provide an initial message (video, School Messenger call, etc.) to families regarding the instructional platform and student expectations. 2. If schools start in this framework, students will receive a personal call from a school administrator/teacher to outline the instructional expectations and ease possible parent/student concerns. 3. Teachers should conduct Zoom check-in meetings 2x week 4. Teachers should conduct a check-in meeting	

	with parents.	

	● TES/TIS: Homeroom teachers will call parents once per week.
	    ● THS: 1st period teachers will call parents at least twice per quarter. Struggling students will be contacting more often as needed.
	    ● Resource/Specials teachers will assist with calling parents of struggling students.
	5. The district will provide Help Lines for Technical Support and Academic Support (during school/office hours and after hours)
	6. The district will communicate the transitions between frameworks via website, social media, etc.	

Enrollments/ Withdrawals	*See pages 3* 1. Parents will need to call the main office to make an appointment to withdraw a student.	
Attendance	1. Attendance will be based upon class participation in teacher sessions and completion of assignments.	
Scheduling	1. Teachers will post a weekly Zoom schedule along with their Weekly Agenda on Schoology and/or their Teacher websites. 2. Students will be strongly encouraged to login on the following days: M/T-Blue Day Wednesday- small groups/Check-Ins, etc. Th/F-Gold Day 3. Teachers will provide recorded Zoom/Video	See this sample Zoom agenda: https://drive.google.com/file/d/1O9sGl-wllkdJqMF3jj8DMY-oY5amNZ9T/view?usp=sharing See the District Remote/ E-Learning Schedule template: https://docs.google.com/document/d/1pRUs1IMaqqgh78GKPMV_I5

	instruction on Schoology.	OOg5INsvhoVj4lfT7kRl4/edit?usp=sharing
Meals (Breakfast & Lunch)	1. Students can pick-up meals from the school. **See page 14	
Curriculum/Pacing Guides/Lesson Plans	***See page 6*	
Instructional Delivery/ Virtual Assignments	1. Follow Critical Standards (pace accordingly)- using Schoology 2. Provide Weekly Agenda and Schedule for families on teacher webpages—directing students to Schoology	Reference the timeframe model on pg 39 from roadmap: https://www.alsde.edu/Documents/Roadmap%20for%20Reopening%20Schools%20June%2026%202020.pdf Reference AMSTI Distance Learning Resources: https://drive.google.com/drive/folders/1xiW_crIHL_k1sWaRYmIxuUJB2fHA9n7H Reference Critical Standards Resources: https://drive.google.com/drive/folders/1xiW_crIHL_k1sWaRYmIxuUJB2fHA9n7H
Grading & Report Cards	***See page 7*	
Textbooks/Library books	*** See page 7*	
Technology Use	1. Students will be reminded that the TCS Acceptable Use Policy applies both on-campus	

	and off-campus. 2. Teachers will review Chromebook routines and procedures. 3. Procedures will be developed for Chromebook Distribution 4. The district will provide Go Guardian for Chromebook content filtering. 5. The district will provide hotspots throughout the city for students without Internet access. The district will provide a map of the sites. These hotspots will be password protected (with the password changing periodically). 6. Parents will sign a Chromebook contract outlining the expectations for technology damage. 7. The district will provide Instructional Help Videos and a hotline to call for technical support.	
Extracurricular Activities	***See page 8*	
Socio-emotional	***See page 9*	
Athletics	***See page 9*	
Intervention	1. Teachers will use Wednesdays to follow up with students who need Differentiated/Small-group Instruction	
Serving Vulnerable Populations	***See pages 9 & 10*	

Remote Learning

❖ Parent requested online learning platform (quarterly enrollment/withdrawal)

Remote Learning Plan
Parent Requested Online Platform

Component	Key Considerations	Resources
Professional Learning	**See page 2* 1. The Remote Learning teacher will attend all district-sponsored professional developments. 2. The district will also provide PD on remote learning environments to assist with the transition. 3. The Remote Learning teacher (RLT) will participate in all Faculty Meetings, Data Meetings, and PST 4. The RLT will attend Monthly Student Progress/Mastery Meetings with Curriculum Team 5. The RLT will set Planning Times with Classroom Teachers.	
Communication	**See pages 2, 12, & 18 1. The district will host a parent tutorial session that will introduce the program and discuss parent/student expectations. 2. The district will provide a map of the places where students/parents can access the Internet throughout the community. 3. The RLT will communicate with parents and students regularly by providing a weekly communication (via Schoology, website, phone, etc.). 4. The RLT will also check-in with students twice per week and parents once a week to ensure	

	that students are engaged and parents are aware of student progress. 5. The RLT will have set office hours for students/parents to call for assistance or support. 6. The RLT will provide instructional support videos for students and parents.	
Enrollments/Withdrawals	***See pages 3 and 18*	
Attendance	***See page 18*	
Scheduling	1. Teachers will post a weekly Zoom schedule along with their Weekly Agenda on Schoology and/or their Teacher websites. 2. The RLT will provide a weekly pre-recorded Zoom/Video instruction on Schoology. 3. The RLT will also provide two weekly student sessions with students and conduct a weekly check-in call with parents. 4. Teachers will follow the district remote learning instructional schedule (*see attached). 5. Teachers will enhance effective teaching and learning in the remote setting both asynchronous (does not occur in same place or at same time with teacher) and synchronous learning (happens in real time).	See the District Remote/E-Learning Schedule template: https://docs.google.com/document/d/1pRUs1IMaqqgh78GKPMV_I5OOg5INsvhoVj4lfT7kRI4/edit?usp=sharing
Meals (Breakfast & Lunch)	1. Students can pick-up meals from one of the five distribution sites within the city.	
Curriculum/Pacing/Lesson Plans	***See page 6*	

Instructional Delivery	***See page 14*** 1. Teachers will utilize SchoolsPLP and Schoology to provide recorded sessions and parent/teacher check-ins regularly. 2.	
Grading & Report Cards	***See pages 6 & 7***	
Textbooks	***See page 7***	
Tech Use	***See page 21***	
Extra-curricular Activities	***See page 8***	
Socio-emotional	***See page 9***	
Intervention	1. The RLT will provide virtual Tier III Reading and Math intervention times.	
Supporting Vulnerable Populations	***See pages 9-10***	

Safety & Wellness Measures:

Operations & Facilities

- The district will provide district and school level guidance for cleaning and disinfecting buildings and facilities based on OSHA and CDC guidelines. The guidelines will be updated regularly.
- Custodial staff will be trained in recommended cleaning guidelines issued by the ALSDE and CDC.
- Air filters will be changed regularly.
- Signage about frequent hand washing/hygiene will be widely posted, disseminated and encouraged through various methods of communication.
- School administrators will conduct and document facility walkthroughs with custodial staff to ensure the classrooms, common spaces, and the exterior are prepared and safe for staff and students.
- Facilities and maintenance will stock each building with a 1-2 months of recommended cleaning supplies and will monitor the availability of needed products on a regular basis. They will adjust their stock accordingly.
- There will be enhanced cleaning of restrooms, water fountains, nurse's stations, etc. The custodial will document the date of time when restrooms and common areas were cleaned.
- Upon notification from the JCDH or ADPH of positive COVID-19 cases in classrooms, the classroom needs to be closed for 24 hours prior to cleaning to minimize the risk of any airborne pathogens.
- The district will alert school-based custodial staff of any changes in recommended cleaning guidelines issued by OHSA and CDC.

Safety & Wellness Measures:

Nurse Office Visit/ Isolation Procedures

In preparation for the school year, nurses will follow all CDC, ALSDE, ADPH, and JCDH guidelines and advise administrators as needed. Nurses will assess the current needs and inventory materials. They will requisition any materials or posters as needed. They will also create and upload trainings/webinars for students, parents.

Nurses will communicate with the custodial staff to develop a cleaning schedule for the school year. They will also create an overcrowding plan (with an overflow room for multiple COVID-19 cases).

Our nurses will systematically review all current student plans for accommodating students with special healthcare needs and update their healthcare plans as needed to decrease their risk for exposure. They will also create a process for students/families and staff that self-identify as high risk for severe illness to have a plan in place to address requests for alternative learning arrangements or work reassignments.

In the event a student begins to show symptoms of COVID-19 while at school:
- The teacher should call and inform the office/nurse.
- The student should be sent to the nurse's office or isolation area with a facial covering in place. Nurses will wear N95 masks and other district provided PPE when caring for these students.
- The nurse will check the student for COVID-19 symptoms, including a temperature of 100.4 or higher.
- If the student is indeed displaying symptoms or has a temperature, the nurse will notify school administrators and call the parent to pick up the student and discuss the requirements for retuning the school. The nurse will provide a re-entry flyer and COVID-19 information booklet to the parent.
- The office/administrator should notify the custodian so that the area can be sanitized properly.
- It is the responsibility of ADPH to notify individuals of possible exposure to COVID-19.
- Be mindful of student privacy (**Remember, FERPA, HIPAA, TCS Confidentiality Agreement). Only share information with "Need to Know" personnel.

In the event a student notifies the teacher that they or someone in their home has tested positive for COVID-19:
- The teacher should notify school administrators and the school nurse.
- If the student was recently in attendance at the school, the custodian should be notified so that the area can be sanitized properly.
- It is the responsibility of ADPH to notify individuals of possible exposure to COVID-19.

- Be mindful of student privacy (**Remember, FERPA, HIPAA, TCS Confidentiality Agreement). Only share information with "Need to Know" personnel.

Nurse Office Visits:
- Please limit well child visits with minor problems (ie. bandages for minor cuts, bathroom accidents, etc.).
- Teachers/staff should call the school nurse before sending a student to limit the number of students in the health room and limit exposure.
- School nurses will work closely with administrators to develop a plan to isolate sick children until someone comes and gets them.
- School nurses will assess the student and take appropriate action.
- School nurses will sanitize and disinfect their area regularly.

Safety & Wellness Measures:

Employee General Guidance

Prior to arriving to work:
- Assess your wellness--If you notice an increase of symptoms (cough, fever, chills, muscle pain, shortness of breath, sore throat, a loss of taste or smell, diarrhea, etc.) related to COVID-19, contact your supervisor immediately and follow instructions before returning to work.
- Direct Exposure--In the event that you have been in contact (closer than 6 feet for more than 15 minutes) with someone who has tested positive for COVID-19, contact your supervisor immediately and follow instructions before returning to work.
- Positive COVID-19 Results--In the event that you test positive for COVID-19, you should notify your supervisor, contact payroll for appropriate leave steps, and follow the directions of your medical provider.

During the workday:
- Sanitize your hands prior to clocking-in/out and sanitize afterward.
- Phone, e-mail, or text co-workers to avoid face-to-face contact when possible.
- Follow posted rules and keep 6 feet apart from coworkers when using common-use spaces (break rooms, meeting rooms,etc.). We also strongly encourage that you wear a mask when in common areas.
- If you must work closer than 6 feet to any other person, you should wear a mask to the greatest extent practicable per current health order.
- When using common-use appliances (microwave, refrigerators, copy machines, ice machines, etc.), you should wash your hands with soap and water prior to use.
- Coffee pots and water fountains should not be used until further notice. Single-serving coffee makers (ie. Keurigs) may be used, but the rules for common use appliances apply.

Safety & Wellness Measures:

Employee Absence Guidance

- If you must be absent from your position for any reason (not COVID-19 related), you should follow normal protocol.
    - Put the absence in AESOP.
    - Notify your principal or supervisor so that a substitute can be found.

- If you must be absent from your position for 10 days or more for any reason, or due to COVID-19 related reasons, you must notify Payroll at the Central Office and your principal or supervisor per Board policy or to request leave per *Families First Coronavirus Act* (FFCRA).

- Any absence over 10 days requires some type of leave per board policy.

- If you have concerns about having COVID-19 or having been exposed to COVID-19, please contact your principal/supervisor. A two-deep approval process (principal/supervisor & superintendent) has been created to provide up to two days leave to receive a COVID-19 test. Test results should be provided to the superintendent prior to returning to work.

Safety & Wellness Measures:

Human Resources Guidance

- The district will use permanent floater substitutes instead of outside contracted substitutes.
- Classified and certified staff will be utilized in various capacities as needed.

FAQ's: Frequently Asked Questions

Q: Will I be asked to teach both a traditional class and virtually simultaneously?
    A: No, teachers will deliver instruction traditionally. In the event of school closure, teachers and students will transition to the E-Learning framework.

Q: How will instruction be provided for students with extended absences due to a positive COVID test or mandatory isolation?
    A: Teachers will provide assignments to students who are absent for an extended number of days through Schoology. Parents of students who are absent more than 14 consecutive days should collaborate with school administrators to develop a plan for instruction.

Q: Will teachers and students be responsible for grades in the event of school closure?
    A: Grades will continue in the event of a school closure. Graded assignments should focus on formative assessment assignments. Formative assessment assignments may include, but should not be limited to practice questions, writing assignments, daily grades, informal quizzes, or review questions. Students should receive feedback on all work completed. The feedback can be made through Schoology graded feedback or discussions, Zoom chats, emails, or phone conferences.

Q: If the school transitions to E-Learning, can teachers still come to the school to work?
    A: It is our hope that teachers will be able to use classroom resources to teach, but health orders and the spread of COVID-19 will determine access to the school. In the event that we transition to remote learning, further information will be shared.

Q: Will teachers be responsible for cleaning or sanitizing classrooms?

A: Yes. Though the custodial staff will clean classrooms regularly, teachers will support the cleanliness of the school for the safety and health of all staff and students. Follow principal's directions for specific instructions. Cleaning supplies will be provided.

Q: Do employees and students have to wear a mask?

A: In accordance with Governor Ivey's guidance and the current health order, teachers and students are strongly encouraged to wear masks at their general discretion for their safety during the school day.

Q: How will I be expected to identify and address learning gaps created by the March-May 2020 school closure?

A: Teachers are expected to provide formative assessments during the first week of school for all students. These assessments include AlaKids for Kindergarten students, IStation for first through third grade students and district-wide passages for ELA and math in grades 4-12. Teachers will collaborate with fellow teachers, instructional coaches, and administrators to plan for addressing the gaps in learning.

Q: Will I be expected to rearrange the desks in my room to maintain a 3-6 foot distance between all students?

A: Teachers should maximize the distance between desks as much as possible. Unnecessary furniture should be removed from rooms in an effort to create more space between desks. Administrators should work with teachers to remove flexible seating options and tables that do not allow for social distancing.

Q. What will determine if a transition to E-Learning is necessary?

A. Currently, decisions will be made regarding the transition from traditional learning to E-Learning as a local decision based on consultation and guidance from the ADPH, ALSDE, and CDC.

Q: How can I utilize small group instruction while maintaining social distancing and ensuring student safety?

A: We encourage the use of small group learning, but in a way that socially distances students to the best of our ability in a safe manner. We encourage faculty to work with their school administrators and instructional coaches to consider how they can conduct small group instruction in a safe manner.

Q. With the minimization of library book checkouts, how will librarians/media specialists support the classroom teachers?

    A: Each school's media specialist/librarian will work closely with the school administrator to develop a schedule whereby he or she can support the literary engagement of students. We are encouraging the library media specialist to support teachers and students by ensuring students/teachers have the proper login credentials and encourage the use of e-books this year.

Q: Will we still be getting out early on report card pick up days?

    A: No. The district calendar will be revised to reflect this change soon.

Q: Will we have Open House and Meet the Teacher this year?

    A: It is currently scheduled for August. However, if we transition to E-Learning or Remote Learning, these events will switch to a virtual meeting.

Q: If a teacher is absent, will they need to secure a substitute?

    A: The teacher will need to notify his/her administrator and a district-hired floater substitute teacher will be employed for that absence.

Additional questions should be submitted to covid@tarrant.k12.al.us.