

**ADDENDA TO
MADISON CITY SCHOOLS FALL 2020 REENTRY PLAN
September 1 Update**

**MADISON CITY SCHOOLS
PHASED REOPENING
HEALTH, WELLNESS, SAFETY, AND PREVENTION GUIDELINES**



Scenario-Student or Staff Member is
Positive or ill with COVID like symptoms

Reminder: Close Contact is defined as those students/staff that have been within 6 feet for at least 15 minutes. (6/15 rule)

In order to help determine the “6 feet 15 minute” scenario, an assigned seating chart for the bus and a seating chart for the classroom will assist school nurses in determining close contacts.

SCHOOL ROLE: Per our notifiable disease rule, the Healthcare Provider, school nurse, or principal should immediately report COVID-19 positive or potential cases to public health using our online ADPH Report Card.

STEP ONE:

Isolation

Positive or potential case student/staff will be isolated from others in a pre-designated COVID-19 room and sent home.

If Positive or If Parent/Staff
call with Positive Test

If Symptomatic

Student /staff must quarantine for 10 days,
with 1 day of recovery without fever or
fever reducing medications.

Any sick student/staff is advised to see their healthcare
provider to determine if student/staff has COVID-19 or
other non-communicable disease. Please self-quarantine.

COVID-19 Major Symptoms identified by the CDC		
Shortness of breath or difficulty breathing	New Cough	New loss of smell or taste
COVID-19 Minor Symptoms identified by the CDC		
Fever (measured or subjective)	Chills or rigors	Myalgia
Headache	Sore throat	Nausea or vomiting
Diarrhea	Fatigue	Congestion or runny nose

IN THE CASE OF 1 MAJOR SYMPTOM, 2 MINOR SYMPTOMS, OR A POSITIVE COVID-19 TEST

STEP TWO: 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 or other diagnosis 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 close contacts (6/15 rule, masked or un-masked) to self-quarantine for 14 days from exposure and monitor their health closely.
- School nurse will communicate that a representative from the Alabama Department of Public Health may be contacting them.
- Aggressively clean and disinfect per CDC guidance.

STEP THREE: Report to ADPH

- The school nurse shall report the positive or potential case using the ADPH on-line COVID-19 Report Card.
- Information needed in the ADPH on-line COVID-19 Report Card includes the list of students in the classroom, Teacher/staff names, guardians for the students and telephone numbers.

STEP FOUR: School Communication with Parents/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.
- If a parent/guardian should notify any staff member other than the school nurse about a student who is:
 - COVID-19 Positive
 - COVID-19 Testing in Progress (with or without symptoms)
 - Isolating/Quarantining at home due to possible or COVID-19 exposure
 - At home exhibiting major symptoms of COVID-19
- The staff member will notify the school nurse and administrator without delay.
- If students become sick or show signs of COVID-19, flu or any other infectious illness, parent(s)/guardian(s) will be contacted. If we are unable to reach the parent(s)/guardian(s), we will notify other contacts listed for the student during the registration process. Please make sure student contacts are updated and accurate.
- Parent(s)/guardian(s) of students in a class with someone who is quarantined or isolated will be informed of this event, but privacy will be protected for those quarantined or isolated. This is for informational purposes only. In the event that specific students need to isolate, parent(s)/guardian(s) will be notified.
- If positive COVID-19 cases occur in a school, all parent(s)/guardian(s) with children in that school will be notified, but privacy will be protected.

STEP FIVE: CLEANING and DISINFECTING CLASSROOM

- In addition to our daily cleaning routine, schools will take proactive steps to disinfect and sanitize at various times daily.
- MCS will be using CDC and EPA approved products and maintain Material Safety Data Sheets for all chemicals.
- MCS has purchased hydrostatic fogging devices that will be deployed in every school.
- In addition to our custodial teams, MCS will have a designated disinfectant team to oversee sanitizing of our schools. Additionally, we have secured contracts with a national company to assist us in sanitizing and disinfecting as needed.

ALABAMA DEPARTMENT OF PUBLIC HEALTH'S ROLE

Public health will investigate and conduct contact tracing. Recommendations will be provided per the Alabama Department of Public Health and CDC guidelines.

ADPH Case Investigation

Public Health Staff work with a patient to help them recall anyone with whom they have had close contact during the time when they have been infectious.

ADPH Contact Tracing

Public Health Staff begin contact tracing by notifying exposed individuals (contacts) of their potential exposure as sensitively as possible, not revealing the infected patient's identity.



Student Name: _____

Date: _____/_____/_____



COVID-19 Parent Checklist

Your student is being sent home from school because he or she has one or more of the following COVID- 19 symptoms: shortness of breath or difficulty breathing, new cough, new loss of taste or smell

Date first symptom began: _____/_____/_____

- ✓ Contact your student’s healthcare provider/doctor for a medical evaluation
- ✓ If your student is diagnosed with COVID-19 or tested positive for COVID-19, he or she can return to school when a parent/guardian can ensure that they can answer YES to ALL three questions:
 - Has it been at least 10 days since the student first had symptoms?
 - Has it been at least 24 hours since the student had a fever (without using fever-reducing medicine)?
 - Has there been symptom improvement, including cough and shortness of breath?
- ✓ If your student has received an alternate diagnosis that would explain the COVID-19-like symptoms, he or she can return to school following the advice of their healthcare provider/doctor and school policies.
- ✓ If your student has had a negative COVID-19 test, they can return to school after at least 10 days from the date the first symptoms began once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
- ✓ Report to the school nurse the results and outcome of the call to your student’s healthcare provider/doctor.

Your student may have had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with or exhibiting major symptoms of COVID-19

Date of last exposure to close contact: _____/_____/_____

- ✓ If your student has been determined to have been in close contact with someone diagnosed with COVID- 19, they should remain out of school for 14 days since the last known contact.
- ✓ If your student becomes symptomatic during this time, have them evaluated by their healthcare provider/doctor and report to the school nurse the results and outcome of the medical evaluation. See section above for symptomatic students for return to school guidance.
- ✓ If your student tests positive during this time and remains asymptomatic, he or she can return to school after it has been at least 10 days since the positive test result.
- ✓ If your student tests negative during this time, they must complete the full 14 days of quarantine.
- ✓ Any student who was determined to be a close contact of a student that exhibited COVID-19-like symptoms and was sent home, may return to school immediately if the COVID-19-like symptoms of the ill student are determined to be an alternative diagnosis (not COVID-19) by their healthcare provider.

MADISON CITY SCHOOLS PHASED REOPENING

SCHOOL-BASED LEARNING OPTION

Students who selected the School-Based Instructional Model will return to school in a phased reopening starting September 8.

All students Pre-K through 12 grades are expected to wear a mask for in-person instruction.

Students will return in the A/B Rotation and then move to a Full Scale Reopening.

The A/B groups will be determined alphabetically with the groupings decided by each school (listed below).

Students who selected the Virtual Learning Academy will continue learning virtually.

Expanded Day Services will not be offered at this time (morning and afternoon).

On the first day of in-person learning, pre-k and kindergarten students may be walked into the building. (Please limit to one adult and no siblings.)

Details for each phase of the reopening are provided below.

PHASED REOPENING FOR SCHOOL-BASED STUDENTS

Students who selected the School-Based Learning Option will return to school in-person in a phased reopening.

Elementary Phased Reopening

- A/B Rotation September 8-11
 - Group A - September 8 and 10
 - Group B - September 9 and 11
- All elementary students who selected the School-Based Instructional Model return to school for in-person instruction five days a week on Monday, September 14
 - These students will continue learning in-person.

Middle School Phased Reopening

- A/B Rotation September 14-25
 - Group A - Monday and Thursday (September 14, 17, 21, and 24)
 - Group B - Tuesday and Friday (September 15, 18, 22, and 25)
 - All students learning virtually on Wednesday (September 16 and 23)
- All middle school students who selected the School-Based Instructional Model return to school for in-person instruction five days a week on Monday, September 28
 - These students will continue learning daily in-person.

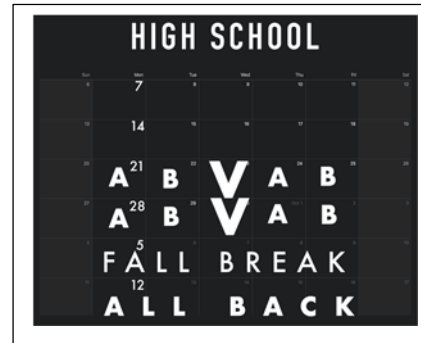
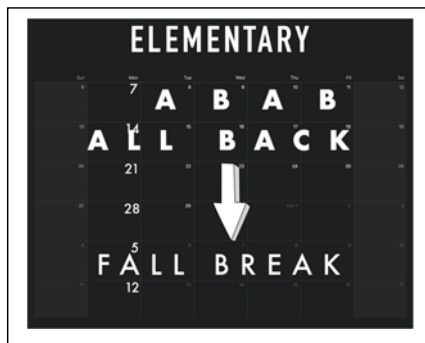
High School Phased Reopening

- A/B Rotation September 21-October 2
 - Group A - Monday and Thursday (September 21, 24, 28, and October 1)
 - Group B - Tuesday and Friday (September 22, 25, 29, and October 2)
 - All students learning virtually on Wednesday (September 23 and 30)
- All high school students who selected the School-Based Instructional Model return to school for in-person instruction five days a week on Monday, October 12
 - These students will continue learning daily in-person.

During the A/B Rotation, students are expected to participate in asynchronous instruction on the days they are not learning in-person. Assignments will be provided through Schoology for the days of asynchronous instruction when students are not learning in-person.

SCHOOL-BASED LEARNING OPTION

PHASED REOPENING FOR SCHOOL-BASED STUDENTS (continued)



Selection of School-Based Learning Option or Virtual Learning Academy Option

- Can students switch to school-based or virtual at this time?
 - Families were asked to complete the Virtual Learning Academy Intent Form before school started to let the district know if their student(s) would prefer to learn virtually or school-based.
 - Class rosters were based on requests at the beginning of the school year for school-based or virtual. A request to switch to school-based or virtual should be emailed to the principal so students can be added to a waiting list.
 - Therefore, students requesting a switch to school-based or virtual at this time will be put on a waiting list.
 - Students on the waiting list may be moved to school-based or virtual if there is room within the school schedule.
 - After verification from the principal that there is room within the school schedule, students can make the transition as early as the first day of in-person instruction. Parent(s)/guardian(s) will be contacted by the school principal regarding these changes.
 - If space in the school schedule is unavailable, students can remain on the waiting list in case a seat becomes available.
 - A request to switch a student with an IEP, 504, or an I-ELP to the school-based or virtual option should be emailed to the principal and will be considered on a case by case basis based on the student's IEP or I-ELP, language development level, and individual student's needs.
 - Due to movement between virtual and school-based learning, teaching assignments may be altered to accommodate the need of additional virtual classes or school-based classes.
 - At the end of the first 9 week grading period, elementary (K-5) students selecting the Virtual Learning Academy Option may choose to remain virtual or return to school through the School-Based Learning Option.
 - After Labor Day, elementary (K-5) students in the Virtual Learning Academy will have the opportunity to complete a preference form to indicate whether they would like to remain virtual or move to school-based. That intent form will be released after Labor Day.

SCHOOL-BASED LEARNING OPTION

PHASED REOPENING FOR SCHOOL-BASED STUDENTS (continued)

- At the end of the fall semester, secondary (6-12) students selecting the Virtual Learning Academy Option may choose to remain virtual or return to school in person through the School-Based Learning Option.
 - Near the end of the fall semester, secondary (6-12) students in the Virtual Learning Academy will have the opportunity to complete a preference form to indicate whether they would like to remain virtual or move to school-based. That intent form will be released toward the end of the first semester.

BLENDED INSTRUCTIONAL MODEL

- The **Blended School-Based Learning model** will consist of an A/B Rotation.
 - With an A/B Rotation, students will attend in-person two days and learn virtually three days (except for elementary students because they are returning on a four day school week).
 - The A/B Rotation will be organized alphabetically by last name.
 - Each school will determine the alphabetical division for the A/B Rotation.
 - **If conflicts arise in siblings' assigned rotation, students should come on the day assigned to the oldest sibling.**
 - First Class Pre-K - **Group A is A-L and Group B is M-Z**
 - Columbia - **Group A is A-K and Group B is L-Z**
 - Heritage - **Group A is A-L and Group B is M-Z**
 - Horizon - **Group A is A-K and Group B is L-Z**
 - Madison - **Group A is A-K and Group B is L-Z**
 - Mill Creek - **Group A is A-M and Group B is N-Z**
 - Rainbow - **Group A is A-H and Group B is I-Z**
 - West Madison - **Group A is A-K and Group B is L-Z**
 - Discovery - **Group A is A-K and Group B is L-Z**
 - Liberty - **Group A is A-K and Group B is L-Z**
 - Bob Jones - **Group A is A-K and Group B is L-Z**
 - James Clemens - **Group A is A-K and Group B is L-Z**
- Traditional procedures for attendance apply to students during in-person instructional days.
- **During the A/B Rotation, students are expected to participate in asynchronous instruction on the days they are not learning in-person. Assignments will be provided through Schoology for the days of asynchronous instruction when students are not learning in-person.**
 - Virtual Learning Procedures for attendance will still apply.

SCHOOL-BASED LEARNING OPTION

SCHOOL-BASED INSTRUCTIONAL MODEL

Content

- Teachers will have their own customized content, grade level / subject textbooks, and a repository of online curriculum to use as they build their lessons.
- At the elementary level, Wonders, EnVision, SchoolsPLP, iReady, and RazPlus ELL will all be available to teachers and students. Schoology classrooms will continue to be used should virtual learning be needed throughout the remainder of the school year.
- At the secondary level, a teacher's customized content, textbook, and resources including Edgenuity, SchoolsPLP, and the ACCESS franchise model content will all be available for teachers as they build their daily/weekly plans. Schoology classrooms will continue to be used should virtual learning be needed throughout the remainder of the school year.

Instructional Framework

- Elementary teachers will communicate weekly focuses using electronic communications.
- Secondary teachers will use various methods of electronic communication to share information with students and parents/caregivers.
- Learning will take place through teacher directed lessons (whole group and small group), individual online practice, assignments, assessments, and projects. Some assignments/projects may be completed at home.
- Each week, whole group and small group instruction are expected as part of the plan to provide differentiation for all students; individualized instruction will be provided as needed.
 - For small group instruction, desks with plexiglass shields can be moved in close proximity while maintaining a reasonable distance between desks.
 - If centers are utilized, students should complete the work at their desk. Resources and supplies should not be shared.
 - For collaborative small groupings, desks with plexiglass shields can be moved in close proximity while maintaining social distance.
- Normal grading procedures will be followed (to include weighted grades, GPA, and Class Rank).
- Progress Reports and Report Cards will be issued as scheduled.
- Teachers will document all accommodations for students' individual plans.
- Supplemental English Learner (EL) lessons will be provided to qualifying EL and immigrant students via small group pull out lessons (elementary) or EL Elective and co-teaching model (secondary).

Special Education Services

- Instruction will be provided based on the student's IEP goals.
- Transportation
 - Students who receive transportation as a related service through their IEP will continue to receive this service.
 - Health and safety guidelines and protocol as outlined by MCS will be followed.
- Related Services will be provided to students during the school day based on their IEP goals.
- Preparing your child for the first day of school.
 - Practice wearing face coverings for extended periods of time at home.
 - Show social stories or read books about wearing masks, social distancing, cleanliness.
 - Make sure younger children can open all lunch items and snacks independently and if your child can not tie shoes, tieless shoes are recommended.
 - Remind your child that there is no sharing of food or other school supplies.

SCHOOL-BASED LEARNING OPTION

SCHOOL-BASED INSTRUCTIONAL MODEL (continued)

EL Services

- Instruction
 - Core program and content instruction will be provided in the general education classroom with appropriate accommodations based on the I-ELP and language development level of each child. Supplemental EL services will be provided by the EL teacher in accordance with I-ELP goals via small group pull out lessons (elementary) or EL Elective and co-teaching model (secondary).
 - EL teachers will collaborate with families through phone conferences and emails on a regular basis.
 - EL and general education teachers will continually monitor EL student progress and adjust support as needed.
 - EL teachers will follow national and state guidance on the procedures and delivery of services for EL students with I-ELPs.
 - EL teachers will be supporting both in-person and Virtual Academy supplemental EL classes serving all students on their EL caseload.
- Safety
 - EL teachers and school staff working with EL students will receive safety and PPE training from trained district staff.
 - EL teachers will be using face masks during EL lessons.
 - Students will wear masks in the building following existing guidelines. Families are asked to provide a mask for each child.
 - Social distancing protocol will be followed to the extent feasible based on existing guidelines. EL teachers will have a seating chart for all of their classes.
 - Sanitizing procedures will be in place between student groups. No supplies or materials will be shared between students.
 - When needed, EL teachers may utilize alternative large spaces such as media centers for supplemental in-person EL classes to help maintain a reasonable distance. Plexiglass may be provided, if needed.
- Resources
 - Additional EL parent resources can be found on the district webpage [via this link](#). EL parents are encouraged to contact [each school's EL teachers](#) for individualized support.
 - Clear face masks have been purchased for teachers and will be used as needed.
 - There will be face mask breaks for students.

Gifted Services

- Instruction
 - Elementary and middle school gifted classes will resume in-person as normal using a concept-based curriculum.
 - A gifted class will consist of students from multiple classrooms.
 - The gifted specialist will consult with the classroom teacher for differentiation needs.
- Safety
 - Gifted specialists will use face masks, and, possibly, face shields during gifted classes.
 - Students will wear facemasks during gifted classes.
 - Social distancing protocol will be followed when appropriate based on existing guidelines. Gifted specialists will have a seating chart for all of their classes.

Upper Level Elementary Classes

- Students in upper elementary grades who have multiple core subject teachers (reading, math, science, social studies) will not rotate classrooms. The teachers will rotate into the homeroom classroom. An exception may be, the fifth grade students enrolled in the AART class will rotate to the AART classroom for math class.

Mask Breaks

- Mask breaks will be provided throughout the day.

SCHOOL-BASED LEARNING OPTION

SCHOOL-BASED INSTRUCTIONAL MODEL (continued)

Read and Rest Time

- At this point in time, early elementary students will have read and rest time.
 - Students will not need a rest mat.
 - They will remain at their desks and can read or rest.

Middle School Rotating Schedule

- The middle schools will not follow the rotating schedule at this time due to the number of teachers who are teaching both school-based and virtual classes.

Shared Resources

- If resources such as computers and textbooks need to be shared, students should wash their hands or use hand sanitizer both before and after using the resources.
 - Resources such as computers will be sanitized between use.
- There should be no sharing of food or school supplies such as pencils.

Instructional Technology

- Students who have a Madison City Schools issued device should bring that computer to school daily at the request of the teacher.
 - Please encourage students to charge their device each night.
 - MCS has purchased additional devices for student access.
- Students who were not issued a Madison City device may bring a personal device daily.
 - Students will not be penalized for not bringing a device. Teachers should provide an alternate plan, i.e. paper/pencil options or possibly rescheduling with a device rotation after proper sanitation, for students who cannot bring a device from home.

Traditional procedures for attendance apply to students during in-person instructional days. Absences unrelated to COVID-19 will follow the attendance policy in the Code of Student Conduct.

Teachers and students will follow the Health, Wellness, Safety, and Prevention Guidelines (see above).

Students will be seated in rows facing the same direction when seated in desks with desk shields. Students will be reasonably distanced when seated at tables with desk shields.

Teachers should maintain an updated seating chart.

See the Hybrid Instructional Model information below for students who are out sick with COVID-19 or in quarantine due to exposure of COVID-19. Information about middle and high school band and choir classes will be released in the near future.

HYBRID INSTRUCTIONAL MODEL

- **Utilize the Hybrid Instruction Model if students may be absent for an extended time due to COVID-19 or in quarantine due to COVID-19 exposure**
- Teachers will utilize the online curriculum and/or other resources to provide assignments through Schoology, the state provided LMS
 - Teachers will not be hosting live lessons
- The Hybrid Instructional Model will be fluid to meet the needs of students who may contract COVID-19 or need to be in quarantine and therefore out of the School-Based Instructional Model temporarily

SCHOOL-BASED LEARNING OPTION

HYBRID INSTRUCTIONAL MODEL (continued)

- If students are out sick for 14 days (calendar days) with COVID-19, they will have up to two weeks to complete assignments, tests, etc.
 - Teachers will work with students in the event that students are absent for an extended period of time due to COVID-19.
- If students are asymptomatic and/or in quarantine due to COVID-19 exposure, they should continue to complete assignments as normal.
- Excused absences unrelated to COVID-19 will follow the attendance policy in the Code of Student Conduct.
- Teachers who are asymptomatic or in quarantine due to COVID-19 exposure should continue teaching students.
 - Teachers will host live meetings with students and continue providing assignments.
 - Students will be in the classroom with a substitute.
 - If concerns arise, teachers should communicate with their principal and the Coordinator of Personnel.
- Teachers who are out sick for 14 or more days with COVID-19, will have a substitute teach their classes.
 - Teachers will need to take sick leave for their absences; however, as usual, teachers should prepare lessons that the substitute will facilitate.
 - If the teacher is unable to prepare lesson plans
 - The School Permanent Substitute will communicate with other teachers in the grade level/content area to provide appropriate instructional materials.
 - The School Permanent Substitute or grade level/content colleague will upload assignments to Schoology for students who are out of school due to COVID-19 exposure.

ELEMENTARY SPECIALTY AREAS

Art / Music / Spanish

- Art, Music, and Spanish classes will be conducted through pre-recorded lessons.
 - These teachers will not be physically present in the classroom with students due to the number of classes and schools they visit weekly.
- Classroom teachers will remain in the class with students during these lessons.

Elementary Counseling Lessons

- Elementary counseling whole group lessons will be conducted through pre-recorded lessons.
- Elementary counselors will address individual and/or small group needs in person as appropriate.

Elementary STEAM

- Elementary STEAM lessons will resume in-person as normal.

PHYSICAL EDUCATION

- Students will participate in-person in PE as normal.
- Social distancing and sanitizing of equipment will be followed to the extent possible.
- Students should wash their hands or use hand sanitizer both before and after using equipment in PE.
- During indoor PE, students will wear a mask to the extent tolerable.
- During outdoor PE, students will be allowed to remove their mask if socially distanced.
- At the elementary level, virtual PE will continue to be provided one day a week by an elementary PE teacher.

SCHOOL-BASED LEARNING OPTION

RECESS

- PreK - 5th grade students will participate in recess daily.
 - Schools will develop procedures for recess that allow social distancing to be followed to the extent possible.
- Students should wash their hands or use hand sanitizer both before and after recess.
- During outdoor recess, students will be allowed to remove their mask if socially distanced.

MEDIA CENTER

- Media Centers will be open for use, and students can check out books.
 - Upon return to the Media Center, books should be held out of circulation for four days before another student can check out the books.
 - Students should wash their hands or use hand sanitizer prior to selecting books.
 - Schools should develop plans that allow students to check out books while maintaining social distance.
 - For example
 - Students can check out books online through Atrium, and reserved books can be delivered to the classroom or picked up in the media center.
 - Media specialists could deliver a selection of books to classrooms for students to check out.

CLASSROOM LIBRARIES

- Classroom libraries can be used at teacher discretion.
 - If books are checked out of classroom libraries, those books should be held out of circulation for four days before another student can check out the books.
 - Students should wash their hands or use hand sanitizer prior to selecting books.

CLUBS AND ACTIVITIES

- K-12 Extracurricular Activities
 - K-12 extracurricular activities that normally meet after school will be allowed to meet after school.
 - Extracurricular activities are encouraged to meet virtually when possible.
 - Students can and should remain socially distanced during this time.
 - Masks should be worn while indoors.

VIRTUAL LEARNING ACADEMY OPTION

VIRTUAL LEARNING ACADEMY PROCEDURES

- Students who chose to learn virtually for at least the first nine weeks (K-5) and the first semester (6-12) of the school year will follow the virtual learning procedures provided on pages 25-37 of the Madison City Schools Reentry Plan that is on the district website.