MARENGO COUNTY STRONG!

Marengo County Schools
Back to School Plan
2020-2021

This document is a fluid and working document. As the Marengo County Schools receive more guidance from the Alabama State Department of Education and the Alabama Department of Public Health, changes will be made. Always review the Marengo County Schools webpage @ https://www.marengo.k12.al.us/ for the most current copy. The current date will be posted in the footer of this document.

Marengo County
SCHOOL DISTRICT

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Superintendent of Schools

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Mr. David Miller, Principal, Marengo High School

Mrs. Becky Williams, Principal, Sweet Water High School

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Mrs. Cathy Seale, K12 Instructional Leader

Mrs. Rita Wright, Child Nutrition Program Director

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Disclaimer: The information provided in this document does not, and is not intended to constitute legal advice, instead, all information and content available in this document are for general informational purposes only.

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Marengo County
SCHOOL DISTRICT

Superintendent's Message

Marengo Family,

We submit this plan, *Marengo County Strong!* out of necessity due to the COVID-19 crisis we are facing.

We are appreciative of Governor Ivey and State Superintendent Dr. Mackey for closing our school buildings as we work to battle this virus as a community, state, and country. That said, we are immensely sad to not have our educators and students back with us during these spring months.

Marengo County Strong! is a plan that consists of traditional learning and an on-line, virtual learning plan to continue our students' learning if they choose to stay at home. Our plan also includes steps that will be taken in the event of a school closure due to COVID-19. It relies on parents, students, and teachers working collaboratively to support learning for all students.

While the 2019-2020 school year began with high expectations for what would be to come, no one could have imagined this. Never before has our system not graduated students in May.

This plan provides blended learning experiences for students based on priority standards. Marengo County educators will use all of our virtual resources available to provide enhanced learning opportunities for our students while they learn at school and from home. With the amazing teachers, this plan will ensure that learning opportunities continue for our students.

Our educators worked tremendously hard to support distance learning in a home environment when schools were closed in March. Our system plan is careful to provide flexibility and support for these amazing educators who have worked tirelessly to support our students.

Marengo County Strong! is built on the same core of equity that the Marengo County Schools has and will always embrace. We will continue to remove barriers as we embark on this new journey. This commitment from our Board of Education remains strong.

As we have learned recently, even the best-laid plans can be impacted. **That is why our plan has been developed for a fluid situation and is subject to change.** Nevertheless, we are proud of the incredible educators of the Marengo County Schools for accepting this challenge with enthusiasm in making sure our students continue to learn in all situations.

Superintendent

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Full Time in Schools

ROADMAP TO RETURN PLAN

Mode of Instruction	Traditional Learning Delivery	Virtual Learning Delivery
	• Students attend school five days a week with safety, prevention, and hygiene precautions. • Students will participate in blended learning opportunities as well as traditional instruction and activities. • Students will have 2 embedded eLearning days during the school year where students will be required to complete all assignments for the day via Google Classroom **or** the assigned flash drive. • Teachers will create videos for students to view and create assignments to be completed via digital classroom and submitted by the student for grading. This will be done at least **ONCE** per week to help teachers, students, and parents become more comfortable with this process for eLearning days and in case of another school closure.	• Students take all coursework on-line. Parents provide access to internet. • Students will work **daily** on assignments as prescribed by the provided curriculum. • Progress reports and report cards will be mailed to students/parents at the regularly scheduled time as traditional students. • If a student begins with this method of instruction, he/she will not be able to change to the traditional learning until the end of a grading period.

2020-2021 Grading Periods	Progress Reports	Report Cards
October 9, 2020	September 10, 2020	October 15, 2020
December 18, 2020	November 5, 2020	January 7, 2021
March 12, 2021	February 11, 2021	March 18, 2021
May 26, 2021	April 22, 2021	May 27, 2021

Technology		
	• Each student will be assigned a Chromebook. • Students may also be assigned a flashdrive. MCS will provide these free of charge, however, lost or damaged flashdrives must be replaced at the parent's expense ($10). • Students will be given a school-issued backpack which must be used. MCS will provide this free of charge, however, lost or damaged backpacks must be replaced at the parent's expense ($30). No outside backpacks may be used. • All students will be required to have a copy of the following on file: 1) MC Student/Parent Chromebook Agreement 2) MCS Technology Form 3) Internet Safety & Internet Acceptable Use Practices Form 4) MCS Code of Conduct Acknowledgement Form. • Students will be given their assigned Chromebook every morning during homeroom or 1st period class. • Students will travel throughout the school day with their assigned Chromebook. • Students will return their assigned Chromebook to homeroom or 1st period teachers at the end of the day so that the devices can be charged in the charging cart overnight. • No new password updates will be required. However, students may request a password reset should they feel that their password security has been compromised. • Online coursework will be completed via digital classroom and other teacher-approved platforms. • Teachers will create videos for students to view and create assignments to be completed via digital classroom and submitted by the student for grading. This will be done at least **ONCE** per week to help teachers, students, and parents become more comfortable with this process for eLearning days and in case of another school closure. • Teachers will also work with students each week accessing and saving assignments via flashdrive. This will be done with WiFi turned	• All students enrolled in a Marengo County School, but working within the virtual school program can check out a Chromebook. • All students will be required to have a copy of the following on file: 1) MC Student/Parent Chromebook Agreement 2) MCS Technology Form 3) Internet Safety & Internet Acceptable Use Practices Form 4) MCS Code of Conduct Acknowledgement Form. • Upon receipt of a school assigned Chromebook, students will be given a charger/AC adapter for the device. • Students will also be given a school-issued backpack/sleeve that must be used when transporting the device anywhere outside the home. • No new password updates will be required; however, students may request a password reset should they

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	off so that students who will not have internet access at home will be familiar and comfortable with the process.	feel that their password security has been comprised.
Transitions	• Students will not be allowed on campus until 7:30. • Students will report immediately to assigned classrooms. • Breakfast will be served in the classrooms for all students. • Teachers will adhere to all guidelines in the Health Services section to ensure the safety and welfare of all students and staff. • Lunch will be eaten in classrooms. • All students will be required to walk on the right side of the hallways while trying to maintain proper social distance. • Dismissals at the end of the school day will be staggered (coordinated at each building). • Break is a privilege for students. All schools will continue having a school break period, **but** safe social distancing will be required and reinforced.	• N/A
Safety Precautions	• Plexi-glass dividers for front entrance of schools will be installed to ensure protection of students/staff from outside people coming to bring deliveries or services and for parents that check in or check out a student. • Student temperatures will be taken periodically. • In the case that a child has a fever, or any COVID-19 symptoms, he/she will be placed in an isolated room, and will need to be picked up by his/her legal guardian or emergency contact within an hour. • Teachers will handle minor issues in the classroom according to guidelines provided by the school nurse. • Parents will not be permitted beyond the office area until further notice. • Masks are strongly encouraged, but will not be required. The ALSDE will provide each student and staff member with three masks. It will be the responsibility of the student and staff member to care for them. • All individuals will be required to hand sanitize upon entry to buildings and classrooms. • All individuals will be required to wash hands after using the restroom (sanitizer is not a substitute for soap and water). • Six feet social distancing will be strongly encouraged. • Students need to bring clear water bottles for use during the day. Water bottle fillers will be available to all students and staff. • School nurses will not test for COVID-19. • All employees will ensure that the regular students that receive assistance from the nurse will continue to receive those services in the Nurse's office. • In the case that a student or staff member exhibits COVID-19 symptoms, the process will be followed that is in the Health Services Plan. • An Isolation Room will be maintained and equipped in each school to keep possible COVID-19/flu cases separate from the regular health care plans. • In the case of a student or staff member who tests positive, FERPA and HIPPA laws will be closely followed. • In the case of a student or staff member who tests positive, schools will provide general information as a precaution, however, contact tracing will be the responsibility of the Alabama Department of Public Health.	• N/A

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	• Classroom teachers will use the sanitizing system provided by the district to spray and disinfect classroom appropriately two-three times a day. • Classroom teachers will utilize the district—provided UV lamps to disinfect the rooms at least once each day. • Custodians will use the disinfecting machines to clean common areas, hallways, restrooms, gyms, faculty lounges, and office areas daily. • Teachers will remove excess items in the classrooms. Items will be disinfected daily. • A large quantity of paper and pencils will be provided to each classroom so that students do not share items. • Teachers will receive extensive training on how to provide the safest environment for all students. • Students will receive age-appropriate training for how to make wise choices for their personal and other people's safety. • Visual posters will be posted to remind students of proper safety precautions.	
CNP Food Services	• All CNP staff will screened each morning according to the Health Services Plan (page 14-17). • All meals will be eaten in the classroom. • Each school will develop a plan to assist CNP with getting breakfast delivered to each classroom. • Classroom Teachers will ensure accurate counts daily. • Principals will work with the CNP Director to develop a schedule for students to be able to pick up lunches from the cafeteria. This will be done adhering to social distancing and limiting contact. Students will walk through, pick up lunch and return to the classroom to eat. • Classroom Teachers will ensure that all procedures are followed regarding cleaning, social distancing, and trash after each meal. • Plexi-glass barriers will be placed in the cafeteria to separate CNP staff and food from students. All CDC and ADPH Guidelines will be followed.	• Virtual students will be able to pick up meals per the district procedures in place (communicated on the district/school website and via school cast). • Parents will be sent a survey to provide input on the best way to meet the needs of each family.
Instruction	• Teachers will do their best to maintain social distancing. • Small group instructional and collaborative student groups will be limited to 15 minute intervals. • Teachers may wear masks or shields while delivering small group instruction. • Teachers will ensure careful consideration of classroom arrangements. Consider how to best adhere to social distancing. • Student desks should be spaced, possible u-shapes or rows. • Limit number of students at tables when able. • Provide instruction on safety precautions. • • Teachers will adhere to the Instructional Practices Guide (page 21).	• Students doing virtual learning may request virtual tutoring from home school. • Virtual Tutoring will be available on Wednesdays at the home school from 3:00-5:00. • Parents must contact the school by Monday of each week to sign up for tutoring.
Special Populations **(IDEA, 504, Gifted, and EL)**	• Teachers will do their best to maintain social distancing. • Small group or individualized instruction will be provided in the classroom or pull-out setting according to individual plans. Service times will also follow individual plans. • Teachers may wear masks or shields while delivering small group or individualized instruction. Plexiglas dividers will also be used during pull-out services.	• Students will continue to receive all services outlined in the individualized plans provided virtually through district personnel and/or contracted service providers. • IEP revisions will be considered by the IEP team to address virtual services

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	• The transportation page of the IEP must be followed. Wheelchairs, seat belts, and other restraints utilized on the school bus should be cleaned as recommended. • Review and consider the revision of students' IEP, 504, Gifted, or EL plans in coordination with general and special education teachers to reflect the individual student's evolving needs based on assessment data and parent feedback. • Amend or design accommodations and match services accordingly when the need arises. • General and special education teachers will collaborate to share results from student screeners and diagnostics to inform plan revisions and accommodation design.	needed based on individual needs.
Physical Education	• Classes will be held outside as much as possible • Teachers will consider how to best adhere to social distancing while planning for physical activity. • Equipment will be sanitized between each group. • Teachers will be provided with hand sanitizer, wipes, and sanitizing spray. • Teachers will re-prioritize curriculum to focus on individual fitness, challenges, and learning targets. Focus more on individual skill work rather than small sided activities and competition.	• Instruction and activities will be provided as physical activity during this time is of the utmost importance.
Dual Enrollment	• Students will continue to attend dual enrollment classes • Social distancing will be encouraged on buses and in classrooms • Cleaning will be done frequently. •	• N/A
Transportation	• Windows remain down while students are on the bus or cracked in the case of rain or extremely cold weather. • Bus drivers will provide hand sanitizer on each bus. • Bus drivers will clean their bus daily using the sanitizing system provided at the school. • Spacing will be done to the best of each driver's ability. • Siblings should sit together. • Students will have those assigned seats. • Shields and masks will be provided for bus drivers. • Bus drivers will be encouraged to wear face coverings while on their routes.	• N/A
Athletics	• A limited amount of tickets will be sold to athletic events. • All concession stands will adhere to the Alabama Department of Public Health guidance (i.e. local city/restaurant rules apply). • Indoor facilities will be cleaned prior to and after an athletic event. • The Marengo County School System is in the initial stages of being able to live-stream all athletic events.	• Virtual learning students will be allowed to participate in athletics. •
Field Trips	• No field trips until further notice (excluding athletic events). • No out of state trips until further notice.	• N/A
After School Programs	• All guidelines listed in the Instruction section will be adhered to.	•

Event of School Closure Plan

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- ❖ Students will be allowed to take their assigned Chromebook, backpack, and charger home with them (provided parents have signed all necessary agreement forms).
- ❖ Students that have reliable internet will complete all assigned coursework in their digital classroom. Students/parents can communicate with teachers via the digital classroom, email, or phone conferences.
- ❖ Students that do not have reliable internet will be provided with a flashdrive. Flashdrives will contain:
  - o Instructional videos prepared by teachers
  - o Reading materials
  - o Assignment explanations and documents needed to complete
- ❖ Flashdrives will contain one to two weeks of instructional content, depending on the amount of preparation time the district has before the school closure takes place.
- ❖ Students must complete daily assignments and save the work to the flashdrive for grading by the teacher.
- ❖ Flashdrives with student's saved work will be returned to the school at designated times in coordination of meal services. If school continues to be closed, students will pick up another flashdrive for continued learning while at home.
- ❖ Students/parents must remain in regular contact with teachers during school closures.

APPENDIX:

Full Time Attendance Policy/Guidance in Schools

According to board policy, General—It is the policy of the Marengo County Board of Education that regular attendance is important to all students, the school system and the community. It is further believed that course content and grading procedures should be structured in such a way that regular attendance is necessary to successfully complete the course requirements. Subject to parental guidance, students must be responsible for their attendance. Administrators and teachers shall make every effort to encourage regular attendance by students and solicit assistance from parents to accomplish this objective.

Attendance—The school has a responsibility to students and parents/guardians to help encourage regular school attendance. School officials will attempt to contact parents of students who are reported absent by their homeroom/classroom teachers.

Part Time Attendance Policy/Guidance

- For days students are scheduled to be at school, continue routine attendance procedures.
- For days students are scheduled to be away from school, the paradigm shifts from "attendance" to "participation". Students are expected to "participate" in distance learning. State-required "attendance" records should be satisfied through practices that prioritize student engagement (not *necessarily* presence in any particular event).
- Recommended guidelines for virtual students:
  - Attendance posted *daily*
  - Students marked "present" if they meet any of the criteria for participation:
    - Attending a virtual class
    - Submitting an assignment
    - Participating in virtual learning activities, such as virtual discussion
    - Engaging in self-paced learning tasks (teacher created or vendor generated)

Full Time at Home Attendance Policy/Guidance

- For scenarios where all students learn from home (virtual) and in all scenarios where some students do, the paradigm shifts from "attendance" to "participation". Students are expected to "participate" in learning. State-required "attendance" records should be satisfied through practices that prioritize student engagement (not *necessarily* presence in any particular event).
- Recommended guidelines for virtual students
  - Attendance posted *weekly*
  - Students marked "present" if they meet any of the criteria for participation
    - Attending a virtual class
    - Submitting an assignment
    - Participating in virtual learning activities, such as virtual discussion
  - Engaging in self-paced learning tasks (teacher created or vendor generated).

Health Services Plan
Stay Safe and Healthy
In Marengo County Schools

Human Behavior and Procedures

- All parents and visitors will enter the building at the main entrance.
- Parents will not be permitted beyond the office area until further notice.
- All ALSDE Staff, OSR Staff, and interns will be screened by the front office (temperatures and health screening forms will be completed prior to admission to the building).
- Schools will limit the number of student interns, volunteers, and other visitors in the building.
- When possible, maintain six feet of separation between students and staff in all areas of the schools. Create one way of traffic hallway pattern while maintaining six feet of separation as students/staff transition throughout the building.
- Teach Hand Hygiene and Respiratory Etiquette
- School buses will be cleaned at the end of each day.
- Frequently touched surfaces will be sanitized frequently.
- It is recommended that students and staff riding buses use face masks.
- Disinfect between uses of communal spaces
- Where possible, health services work with local agencies to provide or connect employees and students with COVID-19 testing and tracing.

Scheduling Procedures

- Create schedules that allow for frequent hand-washings for staff and students.
- Schedule times for sanitizing and disinfecting classrooms, bathrooms, and common areas.

Physical Organization and Procedures

- Provide Signs and Messages- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering.
- Broadcast regular announcements on reducing the spread of COVID-19 on PA systems. Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).
- Install hand-sanitizing stations throughout the school and in classrooms.
- Where feasible, install physical barriers in reception areas and works spaces where the environment cannot accommodate social distancing.
- Classroom arrangement- Where possible, arrange classrooms in a way that ensures students are appropriately "distanced" For example: desks separated, skipping seats, smaller groupings for centers, desks all facing the same direction, etc.
- Disinfect classrooms and commonly touched surfaces daily-and possibly throughout the day.
- Sanitize playground equipment between uses or close them.

Health Room Operational Requirements During COVID-19 Pandemic

Return to School Plan

- All health rooms should maintain compliance with the ALSDE guidelines
- All health rooms should have a school nurse handling issues that may arise with COVID-19 and managing other health issues throughout the school day.

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- The school nurse should review and stay knowledgeable through guidance from the local health department, ALSDE, ADPH, and CDC regarding the latest protocol for COVID-19.
- Precautions are necessary to prevent the potential spread of COVID-19 in school settings. In addition, the school nurse is always mindful of confidentiality issues and the stigmatizing of students or staff who may have been exposed to the virus or have symptoms.
- All health rooms should include a plan for: a sink to wash hands thoroughly with soap and water for the recommended 20 seconds.
- Health rooms should have access to ABHR (alcohol-based hand rub) with 60-90% alcohol.
- All schools will have a health room and an isolation room.
- Consideration should be given to provide an area for a staff member who may become ill while at school.
- Precautions should be taken when dispensing routine or "as needed" medications to students. Those identified students should be in the designated well area and remain 6' distance from others in the health room.
- Multiple students presenting at the same time in the health room for medications will be prohibited unless distancing can be maintained.
- Suggestions to consider with routine medication/medical procedures may be:
  - Encourage parents to give morning medications at home.
- Nurse possibly reporting to a designated private area near the classroom for medical procedure.
- Heightened consideration needs to be given to those students requiring medications or invasive procedures that are immunocompromised, have special needs, or conditions that deem them more vulnerable than the general population.
- The school nurse must ensure that the trash is removed throughout the day and disposed of safely (double bag all trash cans).
- The school nurse, cleaning staff, and school administrator will discuss designated times for cleaning and disinfecting to be done throughout the school day.
- Health rooms will have informational posters encouraging good hand and respiratory hygiene practices and guidance on preventive measures with COVID-19.
- Information sheets may be printed from the ADPH/CDC website regarding protocol for COVID -19 to provide guidance for parents regarding protocols at home and exclusion from school.
- Schools are not expected to use test kits to screen students or staff to identify cases of COVID-19. The school nurse will be instrumental in identifying individuals with symptoms of COVID-19, referring to community agencies for testing, and assisting local health officials with surveillance measures. Students or staff presenting with possible COVID-19 will be identified using the COVID-19 Checklist and risk factors and then referred to their healthcare provider for further assessment and evaluation. Once a student or staff member has tested positive, the ADPH will be notified and we will follow guidelines set up by them. Once all quarantine recommendations have been met then he/she can return to school with a physician's note of clearance.
- In order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion, please note that students do NOT need to visit the health room for minor situations. (example: Paper cut, small abrasion, etc.). Teachers are being provided training and a basic first aid kit for their rooms.

I. Assessment and Triage in the Health Room
- For all potential life-threatening situations (difficulty breathing, severe bleeding, or any other symptoms identified as life threatening), the administrator, school nurse, and 911 should be called immediately to respond to the area where the situation originates.
- Consider COVID-19 Triage Station areas or make efforts to remove "well children" from the health room prior to assessing a student suspected of COVID-19.
- Prioritize triage of students with symptoms of suspected COVID-19.
- COVID-19 symptoms that prompt referral to the health room may include: fever, cough, shortness of breath, rapid breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, a new loss of taste or smell, fatigue, body aches, runny nose, flushed cheeks, extreme fussiness, vomiting or diarrhea.
- The school nurse will follow hand hygiene protocol before and after all student contact, contact with potentially infected materials, and before putting on and removing PPE, including gloves.
- Hand hygiene includes washing hands with soap and water for 20 seconds. If this is not possible, use ABHR with 60-90% alcohol.
- Initiate standard precaution measures and gather PPE.
- Carefully consider the use of physical barriers, such as a glass or plastic window or partition to limit close contact between triage personnel and potentially infectious students.
- The school nurse will perform hand hygiene, put on a face mask, gloves, and eye protection as indicated. A gown could be considered if extensive contact with a child is anticipated.
- Make a visual inspection of the child for signs of illness as noted above.
- Conduct temperature screening of students.

- Wash hands between each student, use a clean pair of gloves for each child, and clean the thermometer thoroughly between each use.
- Clean thermometers with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each child.
- Assist identified sick students in the health room with putting on a mask, if not already wearing one.
- Ask if the student has been exposed to someone with positive or presumed positive COVID-19.
- Proceed with assessment of the student's complaints with emphasis on respiratory issues.
- Children suspected of COVID-19 will be placed in the isolation area.
- Parent/Legal Guardian will be contacted immediately to pick up ill students or those suspected as COVID-19.
- The student must be sent home to follow up with a medical provider and provide a clearance note prior to returning to school.
- Parents/Guardian may contact a Medical Doctor or ADPH identified contact numbers for guidance on COVID-19 and testing centers/procedures.
- Encourage parents to call ahead to prevent potential community transmissions of infectious disease, if stable and clinically appropriate.
- If a direct case of COVID-19 occurs at a school, the lead nurse, local health officials, ALSDE, and schools will be expected to communicate and collaborate regarding follow up and next steps.
- After each screening, remove and discard PPE and wash hands as noted in above protocol.

II.   Infection Control and Personal Protective Equipment (PPE)
Standards in the Health Office

- School Nurse Uniform: At a minimum, nurses should wear lab coats/cover, scrubs, and closed toe shoes.
- Masks and gloves should be worn when assessing all students who present to the health room with COVID-19 symptoms.
- Students presenting with symptoms should be given a mask to wear and placed in the designated isolation area with supervision while waiting for parent pick up.
- Encourage tele visits with staff and parents to prevent community transmission.
- Health rooms and isolation areas should be cleaned throughout the day with an EPA approved product proven to kill Flu and COVID-19 Virus.
- Custodians should be cleaning and disinfecting all high traffic areas while focusing on frequently touched surfaces such as doorknobs, etc. with an EPA product proven to kill flu and COVID-19 virus.
- Implement social distancing measures according to current CDC guidelines.
- Advise administration on current CDC recommendations, re: large gatherings and numbers permitted. Nurses will keep abreast of the current recommendations and report to administration as needed. Small group settings will be recommended and encouraged.
- Consider regular health checks (e.g., temperature and respiratory symptoms screening) of students, staff, and visitors (if feasible). Temperature and respiratory checks of staff and students will be conducted on an as needed basis. If someone in a particular class is not feeling well, the entire class will be observed and monitored as needed.
- Conduct Universal Precautions Training for all employees.

III.   Surveillance
- Continue to monitor national, regional, and local data related to pandemic respiratory infections.
- Monitor absenteeism
- Notify lead nurse, local ADPH, Superintendent, and ALSDE of confirmed positive cases of employees/students
- Continue to collaborate with ADPH regarding the tracking and notification of contacts.
- Require a release from a physician before a student/employee diagnosed with COVID-19 returns to work or school.
- Follow ADPH and ALSDE recommendations regarding school/district closures due to community outbreaks.
- During all stages of a pandemic outbreak, it will be essential for the lead nurse to monitor and document the number of students and faculty who are absent and meet the definition of illness. Keeping track of these numbers will help school and health officials determine when and whether to close schools.

Health Related Questions:

1. What will be the COVID-19 testing protocols for students, staff, visitors, etc.? **Schools will not be responsible for testing for COVID-19. Students and staff suspected of COVID-19 will be referred to their regular doctor/ADPH or local testing center.**

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2. If someone in the school community tests positive, what will be the next required steps? Will schools need to be closed for deep cleaning? Who does that cleaning? What will be the requirements for contact tracing and testing? How long will staff or students need to be quarantined, if at all? **Once someone in the school community test positive for COVID-19 the parents and other contacts will be notified of the occurrence. The Alabama Department of Public Health will be notified for guidance and recommendations depending on the student's grade level and where the student may have been in the school. The areas that the student has been in will need to be cleaned by the janitorial services using CDC guidelines and the student will be required to quarantine for no less than 14 days and can return to school with a doctor's note. Contact tracing and testing will be the responsibility of the ADPH.**

3. If school has a positive case, how long will a closure be to ensure there's no super-spread to a community? **The Marengo County Schools will follow the recommendations of the ADPH and the CDC for schools at the time of the occurrence.**

4. What are the specifications for the isolation rooms? **Isolation rooms located inside the schools will be separate from the regular nurse's office. Each isolation room will have separate divided areas for student to stay while waiting on their parent/guardian to pick them up.**

5. Will there be standardized screening protocols for staff and students entering buildings? If so, who will do that? What forms will be used, etc. (can attach to appendix in our plan) **There will be no standardized screening protocol for staff and student's. We will rely on staff and parents to self report any signs or symptoms of COVID-19 or risk factors. This may change as the recommendations from the ADPH and CDC change.**

6. Should we require a test for any student or staff exhibiting symptoms? **Yes, if a student or staff member is exhibiting symptoms, they must see a doctor for further evaluation and recommendations and may return to school with a doctor's clearance.**

7. Will we need to limit the number of students in health offices at one time? Will we need separate areas for first aid? If so who will cover that and with what certificate? **Yes, we will limit the number of student's in the health office and require them to enter one at a time. This will be done by using the door bell and locking the door and only allowing entrance when unlocked by the nurse. First Aid situations will be taken care of in the classroom by the teacher (if minor) or by the nurse if the teacher feels that the nurse needs to assess the situation.**

8. What do you recommend that break look like? **Break can be held outside when feasible and can proceed as usual while encouraging social distancing.**

9. Will there be standard return to school policies and procedures for students and staff who are presumed positive or diagnosed with Covid-19? **Students and staff must bring a clearance note from their healthcare provider stating that they have met all of their medical requirements and are clear to return to school.**

10. How will we provide for mental health supports that may be needed for both students and staff that have experienced trauma due to the loss of family members, isolation, suicidal ideations, food insecurity, loss of income, loss of housing, etc? **Marengo County School System will utilize our school counselors, school nurses and mental health services provided by West Alabama Mental Health services for our county.**

Marengo County Schools
Technology Preparation Plan
2020 - 2021

Preparing to Open

- Get quotes for 1:1 devices comparing the date of arrival, cost, ADP insurance, touch screen, etc.
- Purchase necessary equipment including but not limited to the following:
  - Chromebooks
  - Backpacks or sleeves
  - Identification badges for backpacks
  - Charging carts for each homeroom class
  - flashdrives
  - Evaluate costs and availability of WiFi or hotspots for students.
  - Evaluate costs and availability of WiFi on buses.
  - External Microphones for teachers to ensure better sound quality of instructional videos.
  - New laptops for teachers that have not had updated devices in the last 3 to 4 years.
  - Classroom monitoring software for teachers
  - Strengthen the filtering program and add monitoring feature (auditor)
  - Strengthened wifi in all school parking lots
  - Strengthening wifi in classrooms, hallways, and other common areas
  - Off-site filtering for student devices
  - Accidental Protection Insurance (ADP) for damage to devices
  - Extra set of chargers/ac adapters for take home charging during school closure.
- Develop start of school checklists for teachers, students, and parents
- Develop and implement Technology Professional Development offerings for staff to prepare for virtual learning and to strengthen teacher technological skills - April & May 2020
- Create a teacher website/resource with all professional development presentations, instructional videos, and resources so that teachers can easily find what they need.
- Hold spring meetings with district leadership team to discuss upcoming plans and get input.
- Hold summer meetings with district leaders to review procedures.
- Create a 1:1 Device Agreement
- Update the Student Code of Conduct
- Estimate the network capacity needed to support blended classrooms.
- Have teacher devices set to update automatically.
- Have Chromebook settings in Google Admin set to update automatically as well.
- Create process for:
  - Assigning student devices
  - Daily procedure for distribution and collection of devices
  - Procedure for technology issues and assignment of loaner Chromebook so students will always have access to a device.
  - Procedure for distribution and collection of flashdrives.
- Create and launch surveys to address the following:
  - Virtual School Program vs. Traditional School Program
  - School Closures:
    - Number of families with access to the internet or who are willing to bring their child to an area with wifi.
    - Number of families who will need Instructional Content loaded onto flashdrives.
- Develop and implement upcoming needed Technology Professional Development trainings for staff.

Full Time in Schools:

- All students will be assigned a Chromebook.
- Students without Internet Access will be assigned a flashdrive. Marengo County Schools will provide these free of charge, however, lost or damaged flashdrives must be replaced at the parent's expense.

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- Students will be given a school-issued backpack which must be used. Marengo County Schools will provide this free of charge, however, lost or damaged backpacks/sleeves must be replaced at the parent's expense with the same item. No outside backpacks may be used.
- All students will be required to have a copy of the following on file:
  - Marengo County Schools Student/Parent Chromebook Agreement
  - Marengo County Schools Technology Form (includes media release form and Internet Safety and Internet Acceptable Use Practices (AUP) Policy Consent Form
  - Marengo County Schools Code of Conduct Acknowledgement Form
- Students will be given their assigned Chromebook every morning during homeroom or 1st period class.
- Students will travel throughout the school day with their assigned Chromebook.
- Students will return their assigned Chromebook to homeroom or 1st period teachers at the end of the day so that the devices can be charged in the charging cart overnight.
- No new password updates will be required. However, students may request a password reset should they feel that their password security has been compromised.
- Online classwork will be completed via digital classroom and other teacher-approved platforms.
- Teachers will create assignments to be completed via digital classroom and submitted by the student for grading. This will be done at least **once** per week to help teachers, students, and parents become more comfortable with this process.
- Teachers will also work with students each week accessing and saving assignments via flashdrive. This will be done with WiFi turned off so that students without internet access at home will be familiar and comfortable with the process.

Full Time in Schools - School Re-Closure After Normal School Opening:

- All students will be assigned a Chromebook.
- Students without internet access will also be assigned a flashdrive.
- Students will be given a school-issued backpack which must be used.
- All students will be required to have a copy of the following on file:
  - Marengo County Schools Student/Parent Chromebook Agreement
  - Marengo County Schools Technology Form (includes media release form and Internet Safety and Internet Acceptable Use Practices (AUP) Policy consent Form
  - Marengo County Schools Code of Conduct Acknowledgement Form

- On the final day of school before a school closure takes place, homeroom or 1st period teachers will distribute the following:
  - Assigned Chromebook
  - Take home charger/AC adapter
  - Flashdrive for those students who will NOT be completing any assigned work online. Flashdrives will contain:
    - Instructional videos prepared by their teachers.
    - Classroom worksheets, reading materials, and any other documents needed to ensure the success of the student.
  - Flashdrives will contain 1 to 2 weeks of instructional content, depending on the amount of preparation time the district has before the school closure takes place.
  - Flashdrives with student's **saved** work will have to be returned to the school at the end of week 1 or week 2, depending. At this time, should schools still be closed, a new flashdrive with more content will be given to the student. This flashdrive will have to be returned to the school at a specified date as well.

Please note: paper packets will no longer be an option as students need to see their teachers actually teaching new concepts. Parents will be responsible for either 1) providing their child access to the internet, whether at home, in school parking lots, church parking lots, public libraries, etc. OR 2) Receiving and returning flashdrives with instructional content AND student work for assessment.

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Full Time At Home - Virtual School

- All students enrolled in a Marengo County School, but working within the virtual school program will be assigned a Chromebook.
- All students will be required to have a copy of the following on file:
  - Marengo County Schools Student/Parent Chromebook Agreement
  - Marengo County Schools Technology Form (includes media release form and Internet Safety and Internet Acceptable Use Practices (AUP) Policy consent Form
  - Marengo County Schools Code of Conduct Acknowledgement Form

- Students will be given their assigned Chromebook at the beginning of the school year at a designated date and time.
- Students will be given a charger/AC adapter.
- Students will be given a school-issued backpack that must be used when transporting the device anywhere outside the home (example: traveling to the school parking lot to access wifi).
- No new password updates will be required. However, students may request a password reset should they feel that their password security has been compromised.
- Online classwork will be assigned via digital classroom. Students must submit online assignments as specified by their teacher.

Parent Professional Learning

- Marengo County Schools will provide parents with the following resources:
  - Directions on how to submit assignments via the internet or flashdrive.
  - Explanation of "what is expected" as far as platforms and avenues for communication.
  - Informative videos - teacher created or resource links - to help parents when working with their children at home.

Library Preparation Plan

Reopening Marengo County School Libraries

The official time required to open school libraries to students and regular circulation is twenty days. We anticipate that our libraries will be ready to open after the first full week of school. This time period will allow our librarians to complete the following:

- Library inventory. As there was not time to do so before school let out for quarantine, and this allows us to see the state of our library collections.
- Organize, clean, and sanitize. Some librarians will be conducting a complete rearrangement of the library or moving back in to their buildings as well.
- Shelve books that were not shelved before letting out for shelter at home.
- Catalogue, label, and shelve new books bought with library enhancement money. Since most of our librarians spend the majority of our library enhancement money on new books, for a lot of us this is perhaps the most time intensive task.

MARENGO COUNTY SCHOOLS
Instructional Practices Guide
High Expectations for ALL!

Commitment

We are committed to equity, engagement, and excellence for all students. We believe that all of MCBOE staff members are capable of helping students master complex content, fostering students' creativity, and getting students to believe they can do well in school. As our primary role in impacting student achievement, we are committed to work in collaborative teams to create and support a culture of HIGH EXPECTATIONS for each and every student to achieve personal, academic, and career excellence.

Professional Learning Community Expectations

1. The fundamental structure of the school becomes the collaborative team within schools and across the district.
2. The team establishes a guaranteed curriculum with a focus on critical standards.
3. The team utilizes common formative assessments to hold tight to pacing and guaranteed curriculum for all students.
4. The school creates systems of intervention.
5. The team uses evidence of student learning to inform and improve practices.

MCBOE Instructional Expectations

1. All MCBOE teachers will utilize the Marengo County Schools' Curriculum Maps and Pacing Guides in all content areas to plan for rigorous instruction.
2. All MCBOE teachers will administer District Benchmark/Unit Assessments in the areas of ELA and Math (K-8) to determine student attainment of priority skills and standards.
3. All MCBOE teachers will participate in a Professional Learning Community to use the data to make adjustments to meet the needs of students.
   a. Develop standards-based learning targets broken down into manageable chunks of learning for a particular learning cycle
   b. Discuss specific strategies for instruction
   c. Analyze data as evidence to guide instruction
   d. Plan for interventions
4. All teachers will utilize standards-based learning targets in daily instruction.
   a. Learning targets should be aligned to the rigor (depth) of the standard
   b. Tasks should be created to match the rigor (depth) of the standard
   c. Checks for understanding should be used to check for mastery of the standard that is aligned to the learning target
5. All teachers will analyze data to support all three tiers of instruction within the RtI framework.
   a. Tier I: Implement tasks using best practices that are aligned to rigorous grade-level learning targets using agreed upon checks for understanding developed in PLC's (whole and small group instruction)
   b. Tier II: Intervene, in a timely manner, with students who have not attained grade-level learning targets based on daily checks for understanding or CFA's (flexible small groups)
   c. Tier III: Intervene daily based on results from a universal screener (i-Ready) and other formative and summative assessments to fill specific learning and behavioral gaps of students significantly below average. Intervention is skills specific based on the interferences identified.
6. All teachers will create opportunities for students to own their own learning.
   a. Students are Talking, Writing, Investigating, Reading, and Listening (TWIRL)
   b. Students are actively engaged in ALL lessons
   c. Students have the information they need to keep track of how well a strategy is working, and they decide when/if to use that strategy again.

7. All teachers will facilitate blended learning at a minimum of one day a week
   a. Students will be accessing digital classrooms
   b. Students will be submitting assignments online
   c. Students that will not have internet access in the event of a school closure will utilize teacher provided flashdrives to complete assignments.

Revised July 9, 2020

Marengo County

Stay In **Place**   Maintain Your **Space**   Cover Your **Face**

6ft   6ft

VISITOR

SELF-SCREENING

FORM

Visitor or Parent Name: _____

Date: _____

Mobile Number: _____

Physical Address: _____

Are you showing any signs of the following symptoms?

- ❏ Temperature 100.4 or higher
- ❏ Shortness of breath, difficulty breathing
- ❏ Cough
- ❏ Running nose
- ❏ Sneezing
- ❏ Muscle Pain
- ❏ Tiredness

Have you been exposed to someone with COVID-19 positive test results?

_____ YES

_____ NO

Is the information you provided on this form true and correct to the best of your knowledge?

_____ YES

_____ NO

NOTES: Visitation is forbidden if there has been any YES responses to the screening checklist. If "yes" is checked, visitors will be directed to leave the premises. Disinfecting the visited area will need to take place immediately

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TRANSPORTATION SANITATION CHECKLIST

Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks at all times. The driver's temperature must be checked and documented before the start of each route.

TRANSPORTATION SANITATION CHECKLIST

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BUS DRIVER CHECKLIST

SCHOOL:_____ DRIVER: _____

WEEKLY LOG: _____ TO _____

	TASK		NOTES, if needed	DATE
	YES	NO		
Is there antibacterial gel?				DATE ❏ AM ❏ PM
Clean/Sanitize - Aisle				DATE ❏ AM ❏ PM
Clean/Sanitize - Stairs				DATE ❏ AM ❏ PM
Clean/Sanitize - Upper Rail				DATE ❏ AM ❏ PM
Clean/Sanitize - Seats & Armrests				DATE ❏ AM ❏ PM

DRIVER RESPONSIBLE

SIGNATURE:

MARENGO COUNTY SCHOOLS

Dear Parent or Guardian;

Our schools will open again on _____. Students may return to school following the directives from the ADPH and ALSDE State Superintendent.

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Even though school is opening, there are still some people who are sick from the virus. Health officials say that pandemic outbreaks sometimes happen in waves. This means more people could become sick. If more people get sick, schools may need to close again. We will continue to communicate to you updated important information. **If you or any family member is diagnosed with COVID-19 please notify your school and/or school nurse.**

If your child has a serious underlying health condition, please seek the guidance of your MD before returning to school.

Because the virus can still be spread from person-to-person, please keep children who are sick at home. Do not send them to school if your child has one or more combination of the following symptoms:
- Fever of 100 to 100.4 first thing in the morning, especially prior to planning to attend school
- Cough, runny nose, and/or trouble breathing
- Diarrhea or vomiting
- Abdominal pain without other explanation

More Serious Symptoms, contact physician immediately or call ahead and go to local ER:
- Rash all over the body
- Both eyes appearing pink or red
- Swollen hands and feet, which might also be red

Call your child's doctor before you go to their office and follow their instructions. Your child may return to school with a written excuse from the doctor that they are clear to return to school.
Please continue to implement the following measures to protect against the virus:
- Staying home from work or school and limiting contact with others when you are sick.
- Covering your nose and mouth with a tissue when you cough or sneeze and properly discard used tissues. If no tissue is available, cough or sneeze into your upper sleeve, not your hands.
- Frequently washing your hands with soap and water or use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoiding touching your eyes, nose and mouth. Germs spread this way.
- Avoid close contact with those who are ill.

Please remain alert for any news media updates and periodically check the school district's website or other school social media for updates or pertinent information.

Marengo County Schools

Employee Protocol for Confirmed Covid-19 or Risk of Contact Exposure

"Close Contact" is defined as:

a) Being within approximately 6 feet of a confirmed COVID-19 case for a total of 15 minutes or longer
b) Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on) by a confirmed COVID-19 case).

Employees with the risk of contact exposure due to being in "close contact" with a confirmed COVID-19 positive will be notified by the school or school district representative.

The employee will be advised to contact their healthcare provider by calling ahead or telemedicine visit with the MD to be assessed and to be given further directives.

According to ADPH (Alabama Department of Public Health) Isolation and Quarantine Timeframes for COVID-19 Revised 06-02-2020:

"if a contact to a person with confirmed or suspected COVID-19 test negative, they need to finish out the 14-day quarantine period. The 14 days should be from the date of last exposure. Just because they tested negative during the 14 days, it does not mean they will remain negative and they should finish the full-14-day quarantined period."

Employee must provide to Marengo County Schools in writing one of the following statements from their healthcare provider:

Contact Exposure:

a) the employee has a negative COVID-19 test and is symptom free at the completion of the 14-day quarantine or
b) the employee has been symptom free during the 14-day quarantine.
   (**ADPH Isolation and Quarantine Timeframes for COVID-19 Revised 06-02-2020** states, "Household and close contacts without symptoms **No Testing Performed** will still require 14-day quarantine.)

Confirmed COVID-19:

According to **ADPH Timeframe** listed above, the employee that tested positive for COVID-19 may discontinue isolation after the following criteria are met:

a) the employee that tested positive for COVID-19 may discontinue isolation at least 14 days from onset of symptoms and fever-free without fever-reducing medications for at least 3 days. (Requires release from healthcare provider as mentioned above).

07/09/2020

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Marengo County Schools
Student Protocol for Confirmed Covid-19 or Risk of Contact Exposure

"Close Contact" is defined as:
   a) Being within approximately 6 feet of a confirmed COVID-19 case for a total of 15 minutes or longer
   b) Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on) by a confirmed COVID-19 case.

Parents of students with the risk of contact exposure due to being in "close contact" with a student confirmed COVID-19 positive will be notified by the school or school district representative. Parents will be advised to contact their student's healthcare provider by calling ahead or telemedicine visit with the MD to be assessed and to be given further directives.

According to ADPH (Alabama Department of Public Health) Isolation and Quarantine Timeframes for COVID-19 Revised 06-02-2020:

"if a contact to a person with confirmed or suspected COVID-19 test negative, they need to finish out the 14-day quarantine period. The 14 days should be from the date of last exposure. Just because they tested negative during the 14 days, it does not mean they will remain negative and they should finish the full-14-day quarantined period."

Parent/guardian must provide to Marengo County Schools in writing one of the following statements from their healthcare provider:

Contact Exposure:
   a) the student has a negative COVID-19 test and is symptom free at the completion of the 14-day quarantine or
   b) the student has been symptom free during the 14-day quarantine.
      (**ADPH Isolation and Quarantine Timeframes for COVID-19 Revised 06-02-2020** states, "Household and close contacts without symptoms **No Testing Performed** will still require 14-day quarantine.)

Confirmed COVID-19:
   According to **ADPH Timeframe** listed above, the student that tested positive for COVID-19 may discontinue isolation after the following criteria are met:
   a) the student that tested positive for COVID-19 may discontinue isolation at least 14 days from onset of symptoms and fever-free without fever-reducing medications for at least 3 days. (Requires release from healthcare provider as mentioned above).

07/09/2020

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