



# SELMA

CITY SCHOOLS  
STUDENTS FIRST

## **“RETURN TO EXCELLENCE”**

### **Team Selma’s Plan for Reopening Schools**



**Dr. Avis Williams, Superintendent**

## ***Selma City Schools Board Members***

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## ***Our Mission***

The mission of the Selma City School District is to provide a safe and supportive teaching and learning environment, through the collaboration and partnerships of parents and community.

## ***Our Vision***

The vision of the Selma City School District is to be documented as a model school district where students are empowered through academic excellence to achieve success throughout life.

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## Statement from Dr. Avis Williams, Superintendent

July 20, 2020

Dear Selma Community:

In evaluating the current circumstances regarding COVID-19 in Selma and Dallas County and in planning for the upcoming school year, we have been monitoring and surveying data from our local medical professionals to determine best practices to start school in August. In addition to providing a safe and clean environment for all scholars, it is our priority to have face to face instruction as soon as feasible, and long as possible, in order to serve our scholars best. Therefore, we have carefully implemented safety precautions, including believing that all persons should wear face coverings while on campus.

As we introduce our **Return to Excellence: Team Selma's Plan for Reopening**, we want to reassure the community that health and safety are our greatest priorities. Beginning with back to school activities involving scholars and teachers, the Selma City School district will require all persons on campus to wear appropriate face coverings when social distancing is not feasible. SCS will provide scholars with reusable face coverings at the beginning of the school year as long as the supply chain is not disrupted, and we are able to purchase them. We will have additional disposable masks available for emergencies.

We ask that families discuss with their children the importance of maximizing safety in order to enhance the overall academic and social-emotional outcomes for everyone. We will exercise patience when working with our scholars in following these guidelines, and we understand that this will be difficult to implement with the youngest of our children. However, the Selma City School district is very committed to providing our scholars with a safe return to school. We are all in this together! The Selma City School district promises that we will continue to do our best for your children and our community of Selma.

Sincerely,

*Avis Williams*

Avis Williams, Ed.D.  
Superintendent, Selma City Schools

*For more information, contact Courtney Washington, Community Engagement Specialist, 334-419-1994*

## INTRODUCTION

In response to the public health threat of COVID-19 and any natural disaster that prompts long term school closures, the Selma City School (SCS) district establishes guidance to assist in navigating through the reestablishment of schools to ensure that employees, students, and families feel safe. This plan outlines the district’s unwavering commitment to ascertain that all scholars remain engaged in learning via remote/virtual methods or face-to-face instruction while adhering to the applicable federal, state, and/or local guidelines.

The guidelines referenced in this plan are based on guidance from the *Centers for Disease Control and Prevention* (CDC), the *World Health Organization* (WHO), and the *Alabama Department of Public Health* (ADPH). Regular updates are made to this plan as information provided by the CDC, WHO, and applicable federal, state, and local agencies is released and revised. Parents and families may learn more about SCS’ response to the COVID-19 health crisis and strategy for remote learning. Stakeholders may access a variety of parent resources and student support information at <http://www.selmacityschools.org>.

## GUIDING PRINCIPLES

Given the uncertainty surrounding the COVID-19 pandemic, Selma City Schools has established the following guiding principles to ensure the continued well-being of our employees, staff, and scholars:

1. **WELLNESS: STAFF, STUDENTS, AND VISITORS SAFETY MEASURES**
2. **INSTRUCTION AND TECHNOLOGY**
3. **OPERATIONS AND FACILITIES**



# SECTION 1: WELLNESS (STAFF, STUDENTS, & VISITORS)

## PHASES AND TIMELINE

Employees, students, and parents will receive direct information about the phases and the timeline before implementation. The following summary includes information regarding the phases and the timeline of the current implementation plan:

Phase	Timing	Items
Planning	April/May	<ul style="list-style-type: none"> <li>Plan &amp; create initial remote learning guidance</li> <li>Inventory current technology, cleaning supplies, and personal protective equipment</li> <li>Distributes parent/guardian technology needs assessment</li> <li>Prepare a detailed plan of action for each phase as well as the reopening guidelines</li> <li>Implement social distancing protocols and open facilities with limited access/use</li> </ul>
Phase 1	June	<ul style="list-style-type: none"> <li>Develop and submit a budget for ordering technology, PPE, and essential cleaning supplies</li> <li>Publicize remote learning options</li> <li>Survey parents/guardians regarding virtual learning options</li> <li>Survey employees regarding re-entry procedures</li> <li>Release employee testing protocols (viral &amp; antibody)</li> <li>Prepare buildings and transportation for reopening with thorough deep cleanings</li> </ul>
Phase 2	July	<ul style="list-style-type: none"> <li>Expand use of school-based on recommendations and data from CDC, ALSDE, Alabama Governor, and applicable state and local agencies</li> <li>Host informational sessions for families, staff, &amp; community stakeholders</li> <li>Host remote learning trainings for parents/guardians</li> <li>Begin 2020-2021 Student Registration</li> </ul>
Phase 3	August	<ul style="list-style-type: none"> <li>Open school facilities following recommendations and data from the CDC, ALSDE, and applicable federal, state, &amp; local government agencies</li> <li>Actively monitor and adjust plans to ensure the safety of students and staff</li> </ul>

## STAFF, STUDENTS, AND VISITORS SAFETY

### VISITOR RESTRICTIONS

SCS will not allow normal visitation to our campuses until the official fall reopening date. Only SCS staff are allowed on campus during preparation for reopening. After reopening, the safety of students and staff will remain the district's primary concern. All visitors will be subject to the guidelines set forth to reduce the risk of exposure to our students and staff.

### TRAVEL RESTRICTIONS

SCS will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource department and the office of the Superintendent.

### SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and to reduce the potential risk of exposure to our employees and students, all employees will have the opportunity to receive viral testing and/or antibody testing completed during the last two weeks of July. Additionally, SCS will require employees to complete a self-screening questionnaire which includes a temperature reading and answering a set of questions related to COVID-19 symptoms included but not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than, or equal to, 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

#### [Access to Employee Self Screening Form](#)

When weather conditions permit, all staff, students, and visitors must be screened upon arrival for symptoms and history of exposure prior to entering a building. This includes temperature checks and questionnaires before entering SCS' buildings. **Individuals with a temperature of 100.4 or greater will not be allowed to enter a district facility.** Students with a temperature of 99.4 – 99.8, will be monitored every two hours for precautionary measures. If temperature increases, parents/guardians will be notified, and the student will be sent home.

In the event of inclement weather, the screening will be completed at the entrance of the school

before entering the classroom. A station will be set up in the doorway with gloves, masks, a touch-free infrared thermometer, and a questionnaire sheet. Each school will have a nurse and staff members to assist with the screening process.

Facial coverings have been described as one method to reduce the spread of Coronavirus by the CDC, ADPH, and our local City Council. Facial coverings are required for all students and staff as feasible. Proper signage will be placed throughout each school building. All screening information will be kept confidential by the Director of Human Resources and the district's nurse.

## HEALTH PROTOCOL

All individuals entering SCS' buildings will have their temperature taken at the door. Students who are riding the bus to school will have their temperatures taken as they board the bus. Anyone determined to have a fever will be sent home immediately. Any student or staff member who is feeling ill will be required to visit the school nurse immediately. The nurses will operate under a standard procedure for addressing situations in which an individual is experiencing COVID-19 symptoms. The individual in question will remain in isolation and will be sent home right away.

If any student or staff member has been diagnosed with COVID-19, the individual may return to work when the following **three criteria are met**:

1. At least three days (72 hours) have passed since **recovery** (no fever without the use of fever-reducing medications),
2. The employee has improved in respiratory symptoms (cough, shortness of breath, etc.), and,
3. At least **14 days** have passed since symptoms **first occurred**.
  - **NOTE:** If an individual has symptoms relative to those of COVID-19 and refuses evaluation by a medical professional, or refuses testing for COVID-19, it is assumed that the individual has COVID-19, and may be asked not to return to work until the three criteria listed above have been met.

## GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you, or someone with whom you have been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Therefore, we strongly recommend the following:

1. Quarantine yourself in a specific room away from others in your home.
2. Contact the following officials (listed below in order of priority), let them know you have been exposed to COVID-19 and follow their instructions.
  - a. Healthcare provider,
  - b. SCS' Department of Human Resources; and,

- c. Principal/department lead (SCS Staff).
3. Principals/department leads will work with HR to determine the appropriate next steps.
4. In case of an emergency, call 911, let them know you have been exposed to COVID-19, and then follow their instructions.

## SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection and reduce the spread of COVID-19. SCS employees, students, parents, and visitors should practice maintaining a distance of approximately six feet away from others to eliminate contact with others.

- Traffic Flow – Taped lines on the floor/other markings will identify the walking direction throughout the office/school in order to maintain the social distancing requirement of six feet;
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided and are canceled until further notice.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

To minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE may include:

- Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Students will be required to wear PPE when face-to-face learning is provided.
- Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the first defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

**Please note that social distancing will still be practiced even with the use of gloves and masks.**

In addition to using PPE, please remember to:

- Wash your hands often with soap and water **for at least 20 seconds**;
- Use hand sanitizer with at least 60% alcohol; if soap and water are not available;
- Avoid touching your eyes, nose, and mouth;
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

## PERSONAL WORKSPACES/CLASSROOM

SCS staff will use the signage provided by the district to indicate the rooms for sanitizing and disinfecting. All teachers and students are asked to refrain from visiting classrooms. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day; giving special attention to commonly touched surfaces.

## SHARED WORKSPACES

Employees are asked to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. SCS will make available alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be available to clean and disinfect frequently touched objects and surfaces. The SCS' Operations team will deep clean school buildings prior to students returning and the School-Based Custodial Teams will clean all workspaces at their designated cleaning time.

**Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.**

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- Capacity– SCS will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
- Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.
- Breakrooms/Staff Lounge/Multipurpose Rooms–These spaces could be closed for use until at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.
- Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

## FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools will be completely cleaned and disinfected by the SCS Operations Team, and will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of offices and schools before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc., to protect employees and reduce the risk to spread infection. We will require *ALL* employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION FREQUENCY

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups when safe to use

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

## SIGNAGE

To help maintain a healthy and safe learning environment, [signage](#) will be placed throughout all SCS offices and schools. Signs will include, but not limited to:

- Social Distancing (maintaining six-foot distance)
- Proper handwashing
- Sanitation procedures
- Visitor Checkpoints

## FOOD DELIVERY (STAFF)

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to SCS school locations.

## RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

## LOCKER ROOMS

While in locker rooms, students are to stay six feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing, or appears to be sick.

## VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, school building visitation will be limited. Parents and guests will be required to complete a [self-screening questionnaire](#) along with a temperature check before being granted entry into the school building. Participation is important to help us take precautionary measures to protect you and everyone in the building.

## CAFETERIA AND MEAL PERIODS

Students may bring their own meals or be served individually plated meals in the classrooms by a member of the CNP staff instead of in the cafeteria.

- If scholars arrive late for school and need breakfast or lunch the attendance personnel should contact the CNP manager.
- Teachers will communicate via email with CNP managers the number of meals needed for both breakfast and lunch before the time of service.
- Meals will be both hot and cold. Hot meals will be served in covered trays and cold meals will be served in brown bags.
- Virtual scholars should contact their enrolled school CNP office or the district CNP office to arrange meal pick-up times.
- Child Nutrition will follow CDC, ADPH, and *Hazard Analysis Critical Control Point* (HACCP) guidelines to ensure the safety of our scholars.
- Large containers of germicidal disposable wipes will be provided and placed in the classroom to clean and disinfect tables/desks before and after usage.

SCS will use disposable food service items to reduce the risk of exposure or spreading of germs.

## MODIFIED CLASSROOM ARRANGEMENTS

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart.
- Create distance between children on school buses.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.
- If possible, close common areas such as playgrounds with shared equipment if possible; otherwise, stagger use and clean and disinfect between uses.

## TRANSPORTATION CHECKLISTS

Sanitation logs will be turned in to the Transportation Director after completing the last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are required to wear masks at all times. The driver's temperature must be checked and documented before the start of each route. Before the start of each route: [Transportation Temperature Check List](#).

## STAFF TRAINING

1. Pre-First Day Training: Presented remotely to ensure understanding and preparedness to align with this manual
2. First Day Training/Orientation: Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platforms such as Zoom, Teams, and Google Hangout
3. Cleaning Crew Protocols: Disinfection methods, comprehensive cleaning training

It is vitally important that all employees understand the safety requirements, protocols and expectations to preserve the safety of students, staff, and to prevent the spread of the virus within the community. We will structure the training plan to effectively disseminate information to all teams and audiences throughout the district.

### Content that will be covered:

1. School/district checklists
2. Response Teams
3. Disinfection Measures
4. Transportation
5. Isolation protocols
6. On-site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew Protocols



## COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often;
2. Visit our district website or school websites;
3. Follow our social media platforms (district & school);
4. Stay in contact with the school/classroom teacher and Google Classroom.

## SECTION II. INSTRUCTION AND TECHNOLOGY

In response to the COVID-19 school closure mandate, Selma City Schools developed a Remote Learning Project Team. This team organized, planned, and developed systems and a unified process for reopening schools for the 2020-2021 school term. The team consisted of individuals from various departments and schools within the district, as well as community stakeholders, to ensure a diverse set of knowledge, skills, and abilities. The team members were divided into subcommittees who met weekly with the Project Chairpersons. Subcommittee leaders reported information to the Remote Learning Project Team Chairpersons.

The five committee subgroups are as follows:

### 1. High-Quality Professional Learning

Tasks: Develop a plan for professional development for our staff for:

1. Summer exchange days to be applied to August
2. August professional development

The professional development will highly consist of technology-based training, such as Google Classroom, Schoology, SchoolsPLP or other applicable trainings.

A professional development survey was developed by this committee to gain interests and needs from our staff as to what training they may need. We also are interested in gaining information to see what training teachers are able to develop for their peers. The goal of this committee is to develop leveled training for beginning teachers or experienced technology teachers.

### 2. Clean & Safe Facilities

This committee assisted in the development of the re-entry plan of students and staff in the building and outlined all safety protocols.

### 3. Equitable Access to Remote Learning

A needs assessment was created to help the district understand the technology needs of the families. Grants and additional funding sources were actively pursued to purchase additional technology to allow equitable access for remote learning.

#### 4. Supporting Continuous Remote Instruction

This committee helped to provide the framework for continuous remote teaching and learning while maintaining continued academic growth. This committee also researched and developed extended learning and/or enrichment learning opportunities for all scholars outside of the regular school day.

#### Key Areas of Focus:

- Attendance
- Grading
- Special Education Services
- Alternative Learning Center
- ELL
- Remote Learning Sample Schedule (Elementary, Middle High School, High School)
- Learning Expectations (Elementary, Middle High School, High School scholars)

#### 5. SEL and Trauma-Informed Practices

This committee is made up of our district counselors. They will serve to develop better systems to address the social-emotional well-being of our students. In addition, they will work to address any parent concerns with special education and 504 services.

### SCHOLARS' LEARNING OPTIONS

SCS has learning options for **ALL** and we are committed to meeting the needs of scholars and families throughout Dallas County and the entire Black Belt. Our *Virtual Learning Academy* is designed to provide safe and supportive learning options with all classes taught by highly effective teachers. Whether a scholar is in need of a blended learning approach or prefer independent study, our Virtual Learning Academy staff will work with stakeholders to determine the best learning options:

#### Learning Option 1 (Grades 6-12):

- Blended Learning
- Designed for students seeking online lessons with on-site teacher support.
- Includes online, live virtual sessions with the teacher, and on-site student attendance.

#### Learning Option 2 (Grades K-12):

- Supported Virtual Learning designed for students.
- 100% virtual learning with online lessons and onsite teacher support.

#### Learning Option 3 (Grades 9-12):

- Independent Virtual Learning

- Designed for students seeking 100% independent virtual learning.
- Includes online lessons and online support through teacher messaging and check-ins.

#### Learning Option 4 (Grades PreK-12):

- Face-to-face teacher directed instruction in a traditional classroom setting.

### LEARNING MANAGEMENT SYSTEMS (LMS)

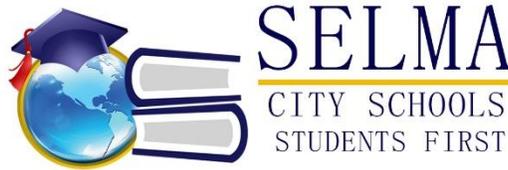
Google Classroom and Schoology will be utilized as our online learning management systems for the delivery of daily and weekly live or recorded classroom instruction. The teachers will pre-record lessons and then follow-up with tutorials in the same week. Additionally, the district will use Voyagers Sopris Learning Resources, ACCESS, Edgenuity, SchoolsPLP and other virtual learning instructional programs to implement standards-based instruction.

A schedule for the various LMS' will be provided on our district's webpage and each school webpage listing the trainings that will be provided to our parents/guardians in the effective use of the LMS.

### DEVICES FOR STUDENT LEARNING

Scholars in grades 3-12 will be provided a device, if needed, for full participation and completion of virtual learning assignments. Scholars who lack access to the internet will also be provided with an access source; if needed. Scholars in grades K-2 should notify their teacher to request access to a device.





# PLAN A

## REOPENING OF SCHOOLS

### 100% REMOTE/VIRTUAL LEARNING Grades PreK-12

As we introduce our Return to Excellence: Team Selma's Plan for Reopening, we want to reassure the community that safety and health are our greatest priorities. The Selma City School district is committed to maintaining the health and safety of all of our scholars. In evaluating the current circumstances regarding COVID-19 in Selma and Dallas County and in planning for the upcoming school year, Selma City Schools will offer 100% Remote and Virtual Learning for all scholars in grades PreK-12 starting August 24<sup>th</sup>, the first day of the new school year.

#### PHASE 1

August 24-October 9

#### SUPPORTED REMOTE/VIRTUAL LEARNING

- Remote and virtual, at home learning, is planned for all scholars in grades Pre-K through 12 according to but not limited to the following guidelines.
- Scholars must complete the enrollment process at their zoned school to receive this year's schedule and other school-related information.
- Effective, standards-based instruction based on the state's courses of study, will be delivered through both quality, teacher-directed, remote learning, and the use of online platforms.
- The above methods of instructional delivery will be highly structured, scheduled, and provided during regular school time.
- Scholars in grades 3-12 will be provided a device, as needed, for full participation and completion of virtual learning assignments. Scholars in grades K-2 should notify their teacher, if a device is needed.
- Attendance in remote/virtual learning sessions is required and nonattendance will be documented and referred to the Truant Officers for intervention.
- Extra support will be provided if instructional packets, matching the same instructional standards, are required.
- Required diagnostic assessments will be administered.

#### PHASE 2

October 12-December 18

#### OFFER OTHER LEARNING PLANS TO INCLUDE TRADITIONAL FACE-TO-FACE INSTRUCTION

Prior to October 12th, the school district will revisit other learning options to include face-to-face it is planned for scholars to return to school, where zoned, to be physically present in school, if safe to do so. School officials will continue to monitor and communicate plans according to the public health and CDC guidelines. In addition, face-to-face, blended, and virtual learning options will still be available to meet the additional needs of scholars, and to provide advance curricular opportunities. This plan will be revisited monthly. District officials will continue to monitor and use the latest CDC Guidelines and other health and safety data to revisit learning plans.

As we introduce our Return to Excellence: Team Selma’s Plan for Reopening, we want to reassure the community that safety and health are our greatest priorities. The Selma City School district is committed to maintaining the safety and health of all of our scholars. As schools are reopened and consideration is made to meet the needs of social distancing, the following learning options have been considered.

GRADE SPANS	PHASE 1 August 10-October 9	PHASE 2 October 12-December 18	PHASE 3 January 5 – May 26
<b>PRE-K-GRADE 3</b>	<p><b>BLENDED LEARNING</b></p> <ul style="list-style-type: none"> <li>Scholars report to school, where zoned, on Monday and Wednesday for quality, face to face, teacher-directed instruction.</li> <li>Scholars will be provided assignments and remote learning support on the days in which they do not report to school.</li> <li>If a scholar has to be out due to quarantine, or if a school temporarily closes due to COVID-19, instruction will continue, short-term, virtually with teacher support. Scholars will return when conditions are safe.</li> </ul>	<p><b>TRADITIONAL LEARNING</b></p> <ul style="list-style-type: none"> <li>Scholars report to school, where zoned, on Monday - Thursday for quality, face to face, teacher-directed instruction.</li> <li>Scholars will be provided assignments and remote learning support on Fridays.</li> <li>If a scholar has to be out due to quarantine, or if a school temporarily closes due to COVID-19, instruction will continue, short-term, virtually with teacher support. Scholars will return when conditions are safe.</li> </ul>	<p><b>RETURN TO FACE-TO-FACE INSTRUCTION</b></p> <p>Starting January 5th, it is planned for scholars to return to school, where zoned, to be physically present in school, if safe to do so. School officials will continue to monitor and communicate plans according to the public health and CDC guidelines.</p> <p>In addition, face-to-face, blended, and virtual learning options will still be available to meet the additional needs of scholars, and to provide advance curricular opportunities.</p>
<b>GRADES 4-12</b>	<p><b>SUPPORTED VIRTUAL LEARNING</b></p> <ul style="list-style-type: none"> <li>Scholars will be provided virtual instruction.</li> <li>Content will be delivered through both quality, teacher-directed, remote learning, and the use of online platforms.</li> <li>The above methods of instructional delivery will be highly structured, scheduled, and provided during regular school time.</li> <li>Assistance will be provided with obtaining devices and internet connectivity to assist scholars with meeting the expected learning targets set forth by the state’s courses of study.</li> <li>Extra support will be provided if instructional packets, matching the same instructional standards, are required.</li> <li>Required diagnostic assessments will be administered.</li> </ul>	<p><b>BLENDED LEARNING</b></p> <ul style="list-style-type: none"> <li>Scholars report to campus alternating days either on Monday/Wednesday or Tuesday/Thursday for quality, face to face, teacher-directed instruction. Instruction on Friday will be provided, virtually, for all scholars. OR</li> <li>Scholars report to campus alternating weeks to include attending one week for F2F and the next week virtually.</li> <li>Scholars will be provided assignments and remote learning support on the days in which they do not report to school.</li> <li>If a scholar has to be out due to quarantine, or if a school temporarily closes due to COVID-19, instruction will continue, short-term, virtually with teacher support. Scholars will return when conditions are safe.</li> </ul>	

**The SCS Virtual Learning Academy is open to enrollment for scholars in grades K-12. Enrollment begins in July and classes will start in August. For more information, please email us at [virtual@selmacityschools.org](mailto:virtual@selmacityschools.org).**

## ATTENDANCE & GRADING POLICIES

### SCS Blended/Virtual Learning Attendance Procedures

Regular attendance and accountability for learning, on the part of schools and families, are crucial to the continuous growth and development of students. Local schools will develop a consistent process for communicating with parents to share both blended and virtual learning performance updates. Teachers are expected to communicate regularly with students and parents through phone calls, emails, messaging apps, text, etc. to keep families informed about the learning process.

### Alabama State Department of Education Virtual Learning Attendance Procedures

1. Students enrolled in virtual learning are considered present daily and counted in the system's ADM based on law. **(Authority: Ala. Code §16-46A-2(a) (2016))**
2. It is suggested, although not required by law, that each LEA has a clear procedure/process to determine both success/progress with participation in a virtual learning experience.
3. Guidelines for virtual learning opportunities should be clear and reasonable considering the nature of the flexibility of virtual learning.
4. Guidelines to be considered; may include, but are not limited to, the following:
  - a. Login time and requirements
  - b. Academic benchmarks
  - c. State testing and accountability
  - d. Requirements through the local school system and upon satisfying graduation requirements of the local school system and upon satisfying graduation requirements of the local board of education, receive a diploma from the local school system. **(Section 2, SB71)**
5. Characteristics to consider of virtual learners:
  - a. Ability to self-pace
  - b. Ability to work independently
  - c. Self-motivated
  - d. Non-traditional parameters
6. There should be communication with students and families regarding the requirements and expectations of virtual learning.

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## Blended/Virtual Learning Attendance Processes

Attendance will be determined in various ways; including: completed work, online contacts through learning management systems, learning packets, and virtual learning program platforms. If students are not completing work or participating in learning, teachers will contact parents in a timely manner, or after the second (2) missed session. After four (4) missed sessions, the school's principal and counselor should be notified. The school counselor will work with the teacher and families to develop a Student Success Plan that targets attendance.

***Note: Students enrolled in the Virtual Learning Academy must maintain regular attendance in registered courses. The school district reserves the right to revoke the virtual status of a student who: continuously fails courses; for non-attendance in class. Parents will be notified of the matter, and if no change is observed, the district will act in the best interest of students to change his/her enrollment status.***

## Blended/Virtual Learning Attendance Action Steps

1. Local schools develop a monitoring process to track student attendance in Blended/virtual sessions. Reports from virtual learning program platforms can be used to monitor student login times.
2. Teachers must record student attendance in blended/virtual sessions.
3. Reports should be submitted weekly to the school counselor to compile for the school administrator.
4. At the fourth (4th) missed login, the matter should be reported to the school counselor. Contact should be made with the parent.
5. At the sixth (6th) missed login, a Student Success Plan that targets attendance should be developed by the school.
6. At the eighth (8th) missed login, an Investigation Report should be submitted to the Truancy Officer.

**For traditional, face-to-face attendance, please refer to the Student-Parent Resource Handbook for the School Attendance and Truancy Intervention procedures for Selma City Schools.**

## Grading and Accountability Procedures

The school district's grading, promotion, retention and attendance procedures will be followed. To receive credit and attendance for the courses for this school year, scholars are expected to complete assignments assigned by their teacher(s). The grading procedures are located on the SCS [district's webpage](#).

## Student Work Completion Protocols

Students will be required to participate fully in traditional face to face learning or virtual learning.

The same expectations will apply for students to participate and complete assignments given by teachers. Students not making progress, not completing academic packets, or opting not to participate will be referred to the school's Problem Solving Team for additional intervention services.

## SPECIAL EDUCATION SERVICES

### Returning to School for Our Scholars with Special Needs

- All IEP meetings will be held before August 28<sup>th</sup>, 2020. The IEP Team will discuss the scholar's evolving needs and design services accordingly.
- Special education and related services will continue with all traditional and nontraditional instructional scenarios. Our therapist can do virtual therapy or schedule face to face appointments.
- Special education teachers and general education teachers will use a variety of virtual and paper resources to provide access to academic content and support to our scholars with disabilities.
- Special education teachers will have regularly scheduled times to provide special education services.

### Special Education in the Virtual Learning Academy

- An IEP team meeting will be held after a scholar with a disability applies for admission in Selma City Schools' Virtual Learning Academy to determine if the virtual setting is an appropriate placement for the student.
- The IEP Team should determine if the student can be successful in the virtual environment, with or without accommodations.
- Parents have the right to revoke consent for all special education services; however, revoking consent will never be a condition of application for SCS' Virtual Learning Academy or a requirement for admission.

## SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS & STAFF

The district's SEL Coordinator and Behavior Interventionist, in collaboration with the school counselors, will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

## RECEIVING & RETURNING STUDENT WORK (IN CASE OF DISTRICT CLOSURE)

In the event that the school does not reopen or has to close in 2020-2021, we will follow the

guidelines below for receiving and returning student work. In an effort to cut down on paper packets, the district is use of Google Classroom, Schoology, and Schools PLP for grades K-12. These platforms will serve as another communication method for parents/guardians to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, we are also offering a paper solution for families. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls; either to the students directly, or to their parents/guardians.

If the family is able to access the internet, effectively, all activities can be done online; which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by SCS staff for mitigating the risk that COVID-19 is spread while still ensuring instructional support for our students.

### **PACKET PREPARATION**

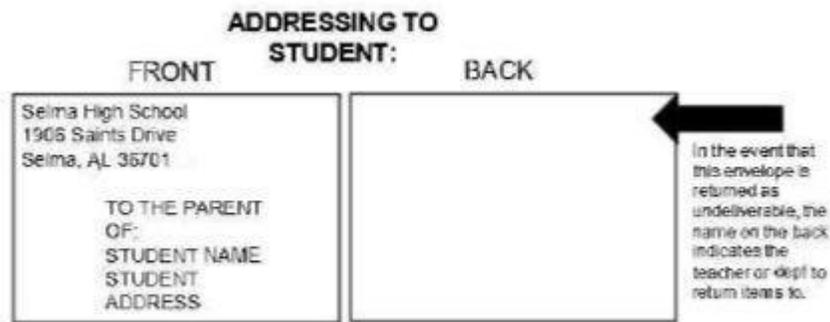
(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
5. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

## PACKET DISTRIBUTION

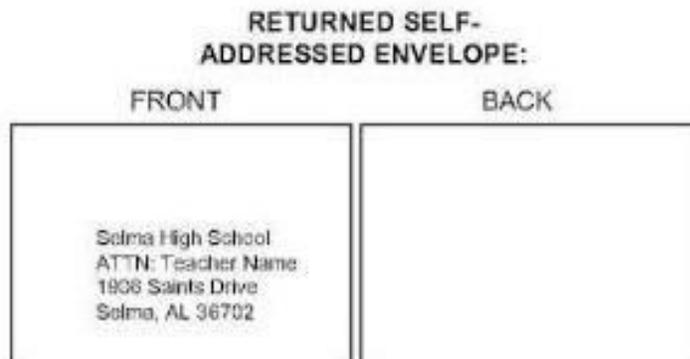
### *Direct delivery method*

All printed packet distributions will utilize the US Postal Service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process.



## PACKET RETURN

1. In the event that the district does not reopen on the set date, instructions to pick up materials or mail-in assignments will be given in accordance with this safety plan.
2. From this point forward, any additional packet distributions will now include a self-addressed, stamped envelope for return. In the packets going home to students, SCS will insert appropriately sized self-addressed envelopes. Parents will mail the homework assignments back to the school.



3. In the event that the parent needs to drop off the packet, Our drop off location is the front entrances of each school. A clearly marked bin will be used for dropping off assignments. Parents should remain 6 feet apart from anyone else while at the drop-off. Do not come if you are symptomatic. Wait 24 hours after a drop off-cycle before beginning to open the packets.
4. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) or via photo sharing.

## SECTION III. OPERATIONS AND FACILITIES

### GENERAL DISINFECTION MEASURES PROTOCOL

#### Deep Cleaning Routines

- Each SCS district facilities will have touchpoints disinfected daily cleaning; to include, door handles, push bars, etc. Deep cleaning and disinfecting routines will occur on Friday of each week.
- A Task Force will be trained and deployed to provide supplemental support for schools and facilities that need additional hands to fully cover the disinfecting routines.

#### Daily Cleaning Routines

- In addition to the work outlined above, custodians are performing their regular daily cleaning, including wiping down tables, chairs, and other surfaces, emptying trash, cleaning restrooms, vacuuming, and cleaning floors.

#### Specialized Cleaning Products:

- A very powerful hospital strength chemical concentrate, mixed at a level designed to kill viruses, is being applied by trained staff to disinfect all touchpoints and surfaces in our schools.
- For the safety of students and staff, this chemical is being applied when classrooms and other spaces are not occupied.
- To be effective, the product must dry intact without being disturbed. Once it is dry it is not toxic to people.
- Common household disinfectants are not to be used at school, by anyone, as they undermine the effectiveness of the industrial-strength disinfectant being applied by our custodial staff.
- The specialized hospital strength disinfectant requires special handling and cannot be applied by anyone other than trained staff.

#### Approved School Cleaning Products:

- A pre-mixed, less toxic version of the same disinfectant can be used by custodians, teachers, nurses, and other staff as necessary to clean up common school issues (such as vomit, blood, and other bodily fluids). The pre-mixed disinfectant products can be used in spray bottles by the school/department. It will include the Safety Data Sheet that must be read and understood by anyone using it.
- Child-friendly wipes that will kill germs, but are appropriate for use in schools, may also be used.

**Hand Sanitizers:**

- Wall-mounted and free-standing hand sanitizing stations are being installed in all school buildings/facilities.
- The hand sanitizing product being used meets the minimum 60% alcohol threshold recommended by the CDC.
- Adults should always supervise the use of hand sanitizers by children.

**Computer Keyboards and Touch Screens:**

Approved products that are designed to disinfect computer keyboards and touchscreens will be used to properly clean equipment after each scholars' usage.

**Touchpoints:**

- Door handles & push bars & push plates everywhere
- Light switches
- Classroom door windows
- Classroom sinks and faucet handles, counters
- Classroom tables/chairs
- Elevator push buttons
- Water fountains/bottle filling stations
- Restroom doors, handles and push plates
- ADA Bars
- Toilet and urinal handles
- Sanitary napkin dispensers
- Sink and faucet handles
- Toilet paper, soap, and paper towel dispensers and handles

**DEEP CLEANING AND DISINFECTION PROTOCOL**

Deep cleaning is triggered when an active employee, or student, has tested positive for COVID-19. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the Superintendent, Lead Nurse, and Operations Director. Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, **district leadership may elect to shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing comprehensive disinfection of all common surfaces.**

## BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Prior to starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick, or if they have symptoms; such as: fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days. If an employee or student becomes ill on-campus/district, he/she will immediately report to the district nurse's isolation room and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the [Suspected COVID-19 Case Form](#) and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The school nurse, with assistance from the districts' lead nurse and principal must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or students.

## SECTION IV. APPENDIX

### RECOVERY RESOURCES

#### General:

- [SCS Self-Screening Protocol](#)
- [SCS Signage](#)
- [SCS Suspected COVID 19 Case Form](#)
- [SCS Employee Self Screening Form](#)
- [SCS Visitors Self-Screening Protocol](#)
- [SCS Temperature Check Log](#)
- [CDC Guidelines](#)
- [ALSDE Parent FAQs](#)