



MOUNTAIN BROOK
SCHOOLS

**2020-2021
REOPENING PLAN**

MESSAGE FROM THE SUPERINTENDENT

Contained in the pages below is our school system's reopening plan for the 2020-2021 school year. We've created this plan by following recommendations from the Alabama State Department of Education, Alabama Department of Public Health, Jefferson County Department of Health, and multiple school reopening guidelines published by national and local organizations.

Please keep in mind this is our school system's **initial reopening plan and is subject to change**. The fluidity of the COVID-19 pandemic mandates that we continue evaluating new data and remain flexible with our planning. We understand, however, that our community members need information now to make the best decision for their families before school begins on August 11.

This document provides you with the instructional options our school system will offer your students during the upcoming school year. They include traditional school and virtual school. Virtual school consists of two programs: Pre-K through 8th grade and grades 9-12. We will send further updates and publish podcasts about our school reopening plan as we move forward. After considering the information you receive, we ask that you please notify us by Friday, July 24, if you're interested in enrolling your student(s) in a virtual program for the school year's first semester. You can register your intent to [enroll your student\(s\) at this link](#).

While reopening schools amid a pandemic is complex and confusing, we will strive to be clear in communicating our simple yet safe plan. We also will strive to be decisive but flexible as circumstances evolve. With that said, we want you to know that our preeminent goal is to keep our students, faculty, staff, and all of their families as safe as possible. Our schools will follow the strict safety guidelines and procedures outlined in this document to mitigate the spread of COVID-19. We cannot, however, stop this virus on our own. Combating COVID-19 will require all of us to join together and take the necessary precautions. It is imperative that we confront this task as a community united by concern for one another.

I understand this is a trying time for all of us. Please know that we are committed to doing our best and working with you to provide our students an effective, challenging, and engaging education regardless of the barriers we all must overcome.

Dicky Barlow, Ed. D.
Superintendent

INSTRUCTIONAL OPPORTUNITIES

TRADITIONAL SCHOOL

Description

The traditional school option for Pre-K through 12th grade provides students who reside within the residential zones served by Mountain Brook Schools the opportunity to complete a program of courses in an in-person setting.

Students will attend school five days per week as they would during a normal school year while abiding by health and safety protocols.

Instructional Contingency Plan

We understand that COVID-19 may lead to an uptick in absences throughout the school year. We will ensure that students will be able to access their academic work seamlessly while away from the school building.

Teachers will share more information with parents and students about accessing academic work remotely when the school year begins.

FULL-TIME VIRTUAL OPTION: Pre-K through 8th Grade

Description

The full-time virtual option for Pre-K through 8th grade provides students who reside within the residential zones served by Mountain Brook Schools the opportunity to complete a program of courses in an online setting.

Curriculum will be provided by the state through the [Schools PLP learning platform](#). The content will meet all standards and requirements established by the State Department of Education and State Board of Education. Students who opt for virtual school will be assigned to a Mountain Brook Schools teacher and will be considered enrolled at their base school.

Students will remain in the online program for a full semester. They may choose to continue or return to traditional school at the beginning of the second semester. By selecting the virtual option, students and parents assume increased personal

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responsibility in time management, organization, self-direction, and discipline to complete the course and school requirements.

Method

All courses will be web-based, require daily Internet access, and have their own pacing guidelines that students must follow to achieve predetermined goals. Students can be required to be on campus for certain events such as class meetings, state testing, or other activities designated by the school principal.

Requirements

Students:

- Must reside within the legal Mountain Brook school zone.
- Must agree to and sign an Academic Integrity Contract.
- Must maintain consistent, reliable daily Internet access at their home or another location available to them.
- Must participate in a weekly conference with the online teacher.
- Are required to take any state-mandated tests and must do so at the Mountain Brook school for which they are zoned. The online teacher will ensure testing dates and requirements are known to virtual students.
- Must maintain a grade of 70 or above and make adequate progress in every course. Students who don't meet these standards may be required to have additional conferences with the online teacher.

Students whose education program is determined by an Individualized Education Plan (IEP) may apply for enrollment if the IEP team decides the virtual option is the Least Restrictive Environment for that student. In doing so, the virtual program will follow [guidelines published by the State Department of Education on December 11, 2015.](#)

Attendance

Attendance will be taken in the following manner:

- Students must log in to the online site and complete weekly assignments by Friday of each week.
- Students (and parents if necessary) must participate in weekly communication with the online teacher.

Extracurriculars and Technology

Students are eligible to participate in extracurricular activities and must meet all organization requirements. The school system will provide students in the virtual program any devices that are provided to Mountain Brook students in the same grade.

If you would like to enroll your student(s) in full-time virtual school for the first semester of the 2020-2021 school year, [please complete this form](#) by Friday, July 24.

FULL-TIME VIRTUAL OPTION: Grades 9-12

Description

The full-time virtual option for grades 9-12 provides students who reside within the residential zones served by Mountain Brook Schools the opportunity to complete a program of courses in an online setting.

Curriculum will be provided by the state through the [ACCESS learning platform](#). The content will meet all standards and requirements established by the State Department of Education and State Board of Education. Classes will be taught by a teacher certified in the state of Alabama.

Students will remain in the online program for a full semester. They may choose to continue or return to traditional school at the beginning of the second semester.

By selecting the virtual option, students and parents assume increased personal responsibility in time management, organization, self-direction, and discipline to complete the course and school requirements.

Method

All courses will be web-based, require daily Internet access, and have their own pacing guidelines that students must follow to achieve predetermined goals.

Requirements

Students:

- Must reside within the legal Mountain Brook school zone.

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- Must agree to and sign an Academic Integrity Contract.
- Must maintain consistent, reliable daily Internet access at their home or another location available to them.
- Must take all tests, semester exams, and any other assessments determined by administration at the student services building. Students will be required to schedule tests with the virtual program supervisor. Outside proctors are not allowed.
- Must remain in good standing in the virtual program and participate in a weekly conference with the virtual program supervisor.
- Are required to take any state-mandated tests and must do so at the Mountain Brook school for which they are zoned. The virtual program supervisor will ensure testing dates and requirements are known to virtual students.
- Must maintain a grade of 70 or above and make adequate progress in every course. Students who don't meet these standards may be required to have additional conferences with the virtual program supervisor.

Students whose education program is determined by an Individualized Education Plan (IEP) may apply for enrollment if the IEP team decides the virtual option is the Least Restrictive Environment for that student. In doing so, the virtual program will follow [guidelines published by the State Department of Education on December 11, 2015](#).

Extracurriculars and Technology

Students are eligible to participate in extracurricular activities and must meet all organization requirements. Students are also required to ensure their coursework meets NCAA eligibility standards if that is a necessity.

The school system will provide students in the virtual program any devices that are provided to Mountain Brook students in the same grade.

If you would like to enroll your student(s) in full-time virtual school for the first semester of the 2020-2021 school year, [please complete this form](#) by Friday, July 24.

SAFETY EXPECTATIONS OVERVIEW

Physical Distancing

Mountain Brook Schools will make every effort to distance students physically to the maximum extent possible in their classrooms.

Schools are currently creating distancing plans for large common spaces, such as libraries, gyms, cafeterias, and playgrounds, and will avoid large group gatherings. Schools are also developing plans to ensure safe traffic flow into, out of, and within their buildings.

Facial Coverings

To most effectively mitigate the spread of COVID-19, Mountain Brook Schools will require all students and staff to wear a facial covering in our school buildings when physical distancing of at least 6 feet isn't possible.

The exceptions to this requirement include when students and staff are eating or drinking or are involved in physical activity.

Facial covering expectations are subject to change pending future state and county mandates. We will work with members of our school community to accommodate those for whom this policy is medically impractical.

CLEANING AND PERSONAL HYGIENE OVERVIEW

Cleaning

Mountain Brook Schools is committed to providing a safe and healthy environment for our students and staff. Our custodial teams have received professional training and will continue to clean our schools daily.

Desks and instructional workspaces will be disinfected at the end of every class period or activity, and high-touch areas will be cleaned multiple times during the school day. Teams in our schools are also devising plans to minimize sharing of supplies and equipment.

Personal Hygiene

All students and staff will be asked to practice enhanced personal hygiene during the 2020-2021 academic year. Here are a few guidelines:

- Wash hands with soap and water regularly during the school day for at least 20 seconds.
- When handwashing is unavailable or at class changes, use hand sanitizer upon entry to classrooms, buses, or other common spaces in our schools. Hand sanitizer of at least 60% alcohol will be provided in all classrooms and throughout every school.
- Practice cough and sneeze etiquette to mitigate the transmission of airborne pathogens.

WELLNESS/OPERATIONS PROCEDURES

WELLNESS/OPERATION CATEGORY	PROCEDURE
SAFETY AND HEALTH	<ul style="list-style-type: none">• Students, faculty, and staff will wash and/or sanitize their hands after every class/activity change.• Hand sanitizer (>60% alcohol) will be provided for every instructional and common area throughout school buildings.• All students and employees will strive to follow CDC guidelines regarding handwashing and/or hand sanitizing, in addition to cough and sneeze etiquette, throughout the school day.• Students will be encouraged to use individualized instructional materials.• Backpacks and personal items are kept in individual containers, cubbies, lockers, etc.• Students are encouraged to use personal water bottles or plastic cups at water fountains.
SOCIAL DISTANCING/MOVEMENT	<ul style="list-style-type: none">• Large group gatherings will be avoided.• Classrooms will distance seating as far apart as possible.• Student seating will face one direction when possible.

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	<ul style="list-style-type: none">• Students will enter and exit through designated locations.• Seating arrangements and assignments will be recorded.• Classes will transition on a rotating basis if possible.• General locations will provide direction on distancing and movement.• Recess/PE will implement distancing plans. Due to the high-activity nature of these periods, students will not be required to wear masks during them.
FACIAL COVERINGS	<ul style="list-style-type: none">• All students and staff will be required to wear a facial covering in our school buildings when physical distancing of at least 6 feet cannot be achieved.• Exceptions to this requirement include when students and staff are eating or drinking or are involved in physical activity.• This requirement is subject to change pending future state and county mandates.
SCREENING	<ul style="list-style-type: none">• All students and employees should conduct a daily symptom check prior to attending school.• Parents are asked to conduct a daily symptom check with their child and should not send students who are exhibiting symptoms to school.

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	<ul style="list-style-type: none">• School nurses will quarantine and screen any student or faculty member who begins to exhibit signs or symptoms of COVID-19 while at school.• School nurses will contact parents if their child is unwell. Parents are asked to pick up children from school within 30 minutes of the call.• School nurses will follow procedures outlined by the SDE for school nurses.• Parents are encouraged to give medication at home if possible.
TESTING AND POSITIVE CASES	<ul style="list-style-type: none">• If a student or employee presents with identifiable COVID-19 symptoms, they should report to the nurse's office where they will be quarantined and evaluated.• Upon evaluation, a student's parents will be contacted and recommend testing if appropriate. If the child is in distress, the nurse will call 911 and follow emergency protocols.• Parents and employees will be asked to share the test results with the school nurse to assist with notification and cleaning procedures. All personal information will be kept strictly confidential in compliance with FERPA and HIPPA.• If the student or employee tests positive, the school nurse will

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	<p>notify the school administration, Director of Student Services, and the Jefferson County Department of Health.</p> <ul style="list-style-type: none">• The school district will follow the guidance of the Jefferson County Department of Health and work to support the health department's contact tracing. An individual who tests positive will be required to remain at home for a period of 14 days or other time period as directed by the state health officer or his designee after receiving positive test results.<ul style="list-style-type: none">○ Requirements about returning to school or work are subject to change per state orders.• Individuals who have been exposed using the 6 feet/15 minute rule will be asked to remain home for 14 days to monitor for symptoms and obtain testing if needed or be required to wear a mask at all times during the 14-day period.
<p>ATTENDANCE AND ABSENCES</p>	<ul style="list-style-type: none">• All COVID-19 related absences will be coded as excused.• Academic work will be provided to the student in the same manner as a traditional absence.• Teachers will utilize learning management platforms to share academic work with all students.• All normal absence protocols apply.

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MEDICALLY FRAGILE STUDENTS	<ul style="list-style-type: none">• All IEPs, 504, and health plans will be reviewed to ensure reduced risk for students in the same manner as a traditional absence.• Parents are asked to communicate with their child’s case manager, counselor, or school nurse regarding concerns.• Alternate plans/virtual school will be developed for any medically fragile student who is unable to attend school.
DINING AND TRANSPORTATION	<ul style="list-style-type: none">• Implement measures to reduce high-touch areas in lunchrooms.• Cashless transactions will be utilized.• Frequent sanitizing between lunch groups.• Alternative dining locations may be utilized.• Frequent sanitation between bus routes.• Facial coverings are required on buses when physical distancing of at least 6 feet cannot be achieved.• Windows will be open on buses, weather permitting.• Students will sanitize their hands before loading busses.• Alternate seats and rows will be used as much as possible.

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<p>CLEANING</p>	<ul style="list-style-type: none">• Frequently touched surfaces will be cleaned and disinfected multiple times throughout the day.• Student workspaces will be cleaned at the end of each class/activity.• Bathrooms will be cleaned multiple times throughout the day.• Playground and athletic/PE equipment will be cleaned daily.• Any space with potential exposure will be closed for 24 hours before being cleaned and disinfected.
<p>VISITORS</p>	<ul style="list-style-type: none">• Visitation to schools will be limited to an as-needed basis.• Schools will maintain an accurate, detailed list of visitors.• Visitors will verify that they are symptom free.• Check-out procedures will support limited visitors to the building while adhering to school safety protocols.• Every effort will be made to host parent meetings virtually.• If attending an in-person meeting, 1 parent per child will be allowed.• Sneeze guards will be located at reception and office areas.

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ACTIVITIES/ATHLETICS	<ul style="list-style-type: none">• Off-campus field trips and overnight events will be temporarily delayed or rescheduled.• Extracurricular activities must meet all guidelines regarding social distancing, safety, and health.• Spaces utilized by extracurricular activities must be cleaned and sanitized before the next school day.• All school athletics will follow the guidance of the AHSAA and health department.• When possible, video streaming will be used to connect school activities with the community.
SAFETY DRILLS	<ul style="list-style-type: none">• If safety drills are required, they will be conducted on a rotating basis to honor density reduction strategies.
EDP/COMMUNITY EDUCATION	<ul style="list-style-type: none">• Extended Day Program and Community Education will continue honoring all distancing, safety, and health protocols.• Community Education may be discontinued or temporarily suspended if additional spacing is needed or high levels of virus occur.• All spaces will be cleaned and sanitized before the next school day.• School buildings will not be available for rentals.

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TRAINING AND PREPARATION

- All students, parents, faculty, and staff will receive training regarding safety and health protocols and procedures prior to the first day of school.
- All employees will complete Universal Precautions Training.