



MOUNTAIN BROOK
SCHOOLS

**2020-2021
REOPENING PLAN**

MESSAGE FROM THE SUPERINTENDENT

The number of coronavirus cases in Mountain Brook Schools has steadily declined in recent weeks. In fact, our case count is at its lowest point since the pandemic started one year ago. We are extremely grateful for this development and attribute it to multiple factors, including vaccination opportunities and your commitment to masking, distancing, and good hygiene. Please continue these critical practices with vigilance.

Due to the waning presence of coronavirus in our school system, students at Mountain Brook Junior High and Mountain Brook High School will resume a regular weekly schedule upon returning from spring break. All students enrolled in the traditional learning option will attend school Monday through Friday as they would in a normal school year. This shift will not affect our masking or physical distancing procedures, which will remain in place, nor will it mark the end of our full-time virtual option. Students who have chosen the virtual learning platform for the 4th 9 weeks will remain enrolled.

Our plan has always been to safely resume a regular schedule while honoring the time our teachers need to plan for and work with their virtual students. To that end, we are planning to observe two virtual days at the secondary level on **April 14 and 28**. These days will allow our students to engage in virtual learning, continue to recover any necessary work, and prepare for final exams. They will also allow our teachers to work with virtual students and prepare for any end-of-the-semester instruction.

Plans regarding spring activities at MBJH and MBHS are still being finalized, but please know that we are going to do our best to give our students a quality experience to close this unusual school year. At the elementary level, principals will be communicating with you about increased opportunities for students within their buildings and end-of-the-year events.

MBS remains committed to creating a safe and healthy environment for all students and employees. Our teachers are continuing to reinforce masking, distancing, and good hygiene practices, while our custodians are cleaning our buildings thoroughly on a daily basis. Furthermore, we are asking for your continued assistance in observing the following:

- Use the [MBS Symptom Check Tool](#) daily.
- Keep your student at home if they are sick.
- Contact your school nurse if your student tests positive for the coronavirus or has been exposed to a positive case.
- Talk to your student about the importance of the Big 3: masking, distancing, and good hygiene.
- Avoid large group social gatherings.

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MBS is continuing to monitor coronavirus data for our school system and county, and will continue to follow guidance from our public health and government officials throughout the second semester. Our chief priority is to make informed decisions that prioritize the health and safety of our school community while ensuring the continued provision of an effective, challenging, and engaging education.

Thank you for your steadfast concern for your children, our staff, and our community. We all know this has been a tremendously hard year, but for the first time it appears there is light at the end of the tunnel. May we continue to diligently follow our safety measures so that we can eradicate this virus and return to a normal, healthy school and community environment.

Humbly Yours,

Dicky Barlow, Ed. D.
Superintendent
Mountain Brook Schools

GLOSSARY

Traditional: The term “traditional” refers to the option available to students and families who would like to attend classes on campus. While mitigation measures will impact how students and classes navigate the school building, teachers and students will be working together in person as they deliver and receive instruction. Based on information from the local health department, alternate schedules (secondary) and alternate internal plans (elementary) may be implemented in an effort to keep students attending classes on campus.

e-Learning: The term “e-Learning” refers to an option utilized by traditional students if health and information data require them to learn from home. While at home, students will access instructional materials and information from their school-based teacher through the specified learning management system. E-learning may be utilized during times when a school-wide alternate schedule is in effect or when a school is temporarily closed for in-person instruction. E-Learning will also be available to students who may be required to quarantine due to a positive test or high-exposure situation.

Virtual: The term “virtual” refers to the option available to students and families who choose to attend school from their home. Students will participate in instruction and learning through digital content provided by a Mountain Brook Schools teacher using the district’s specified learning management system. Students will have remote access to their teacher for support, questions, and intervention. Virtual implies that all instruction, learning, and assessment occur off campus.

Learning Management System: The term “learning management system” refers to the program used by Mountain Brook Schools to house and deliver instructional information. Teachers use this program to upload content, make assignments, share instructional information, and connect with students about their progress. Students use this system to access assignments, resources, submit work, and receive feedback from their teacher.

INSTRUCTIONAL OPPORTUNITIES

TRADITIONAL OPTION

Secondary Schools

The traditional 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 when feasible. Beginning Monday, March 29, students will attend school at full capacity daily while abiding by health and safety protocols.

It is important to note the distancing between and among individuals may not meet the CDC recommendation of 6 feet due to space constraints within our buildings. The school system, however, will do its best to space students as far apart as possible in all situations. By choosing the traditional option, families accept a level of risk regarding COVID-19 transmission and quarantine requirements.

Mountain Brook Schools will continue to engage in contact tracing and follow the CDC's quarantine procedures that identify individuals as close contacts if they are within 6 feet of a positive COVID-19 case for 15 minutes or longer. The school system has no authority over this policy and realizes its potential to impact students' attendance and their ability to participate in extracurriculars. Any student who becomes positive or quarantined will access their academic work through the learning management platform while at home.

Elementary Schools

Elementary schools may implement rotating schedules for upper elementary grades and allow all students in grades Pre-K to 6 to rotate to their specials classrooms if distancing requirements can be met. While rotating, students will remain with their designated classmates to help mitigate cross-contamination of virus exposure between and among groups.

Plans have been developed for the gradual release of classrooms into cohorts, grade levels, and schoolwide activities. The transitions will occur over time based on the monitoring of local and county COVID-19 data.

Due to these mitigation measures, the Extended Day Program will not be available at this time. The feasibility of restarting EDP will be re-evaluated when elementary schools release into grade level and/or schoolwide activities.

FULL-TIME VIRTUAL OPTION

The full-time virtual option for kindergarten 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 online setting.

Mountain Brook teachers will utilize Mountain Brook resources, including Schools PLP content. The content will meet all standards and requirements established by Mountain Brook Schools. Students who opt for virtual school will be assigned to a Mountain Brook Schools teacher and will be considered enrolled at their base school.

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

Method

All courses will be web-based and require daily Internet access. Mountain Brook teachers will deliver instruction through a learning management system, monitor and assess progress, and meet at least weekly with students — and parents if needed. Students will complete assignments at their own pace with a set due date, while teachers will be mindful to consider how much time students spend in front of a computer screen.

Assessments will be completed online from home, with teachers grading and providing feedback, and report cards will be completed in Chalkable INOW every 9 weeks. State assessments administered in the spring must be completed in the school building with safety precautions in place.

Courses

In some instances, specialized courses will not be available in the virtual option. Students in grades 7-12 selecting the virtual option who wish to enroll in a course not offered virtually can come to the school building to take an individual course at the designated time during the school day. A list of those courses can be found in the chart below. Additionally, elementary students in the enrichment program have the option to attend enrichment in the school building.

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***Courses offered in school but not virtually**

MBHS
Academic Skills
Acc. Alg. 2 Trig Precal.
American Studies
AP Calculus BC
AP European History
Debate
Driver's Education
Engineering Your World
Incubator EDU (Entrepreneurship I and II)
Leadership MB
Math 227/237
Pageant Staff
Peer Tutorial
Strength and Conditioning
Sword and Shield
Yearbook
Zoology

*This list is subject to change based on staffing. Drama is the only course not offered virtually at Mountain Brook Junior High.

Requirements

Students:

- Must be enrolled in Mountain Brook Schools.
- Must maintain consistent, reliable daily Internet access at their home or another location available to them.
- Must agree to and sign an Academic Integrity Contract.
- Must participate in a weekly conference with the online teacher and complete assigned work to be counted present for the week.

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- 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](#). Please contact your child's case manager for specific information.

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.
- Complete all assigned work.

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 option any devices, including Chromebooks, that are provided to Mountain Brook students in the same grade.

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Instructional Option Comparison Chart (Elementary)

	*TRADITIONAL OPTION		VIRTUAL OPTION
	Traditional	e-Learning	
Curriculum	Mountain Brook w/ resources	Mountain Brook w/ resources	Mountain Brook w/ resources
Teacher	Mountain Brook (school-based)	Mountain Brook (school-based)	Mountain Brook (district-based)
Instructional Delivery	In school	e-Learning through learning management system	Virtual through learning management system
Schedule	Regular	Assignments posted by Monday at 8 a.m.	Assignments posted by Monday at 8 a.m.
Extracurriculars	Yes with mitigation measures. No EDP	No, and no EDP	Consistent with traditional plan
Lunch	Designated Locations	N/A	N/A

*Decisions about traditional options will be made based on information and data from the Jefferson County Department of Health.

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Instructional Option Comparison Chart (Secondary)

	*TRADITIONAL OPTION		VIRTUAL OPTION
	Traditional	e-Learning	
Curriculum	Mountain Brook w/ resources	Mountain Brook w/ resources	Mountain Brook w/ resources
Teacher	Mountain Brook (school-based)	Mountain Brook (school-based)	Mountain Brook (school-based)
Instructional Delivery	In school	e-Learning through learning management system	Virtual through learning management system
Schedule	Regular	Assignments posted by Monday at 8 a.m.	Assignments posted by Monday at 8 a.m.
Extracurriculars	Yes with mitigation measures	No	Consistent with traditional plan
Lunch	Distanced in designated locations	N/A	N/A

*Decisions about traditional options will be made based on information and data from the Jefferson County Department of Health.

SAFETY EXPECTATIONS OVERVIEW

WELLNESS

Physical Distancing

Mountain Brook Schools will make every effort to distance students physically to the maximum extent possible in their classrooms. Student seating will face one direction when possible, and seating arrangements/assignments will be recorded.

Schools have created distancing plans for large common spaces, such as libraries, gyms, cafeterias, and playgrounds, and will limit large group gatherings.

Schools have developed plans to ensure safe traffic flow into, out of, and within their buildings. Students will enter and exit through designated locations. When possible, classes will transition on a rotating basis.

Facial Coverings

To most effectively mitigate the spread of COVID-19, Mountain Brook Schools will require all students and employees to wear a cloth facial covering on our campuses even if vaccinated.

Our schools, however, are intentionally planning specific times when students can extend their distancing and take "mask breaks." These breaks may occur more frequently at the lower grade levels due to the difficulty of prolonged masking for younger students.

Individuals can determine what type of cloth facial covering is most comfortable for them, but it needs to cover the nose and mouth. Any graphics or wording should comply with the Mountain Brook Schools Code of Conduct.

Employees will be allowed to wear a clear face shield only when instructionally necessary if they are practicing physical distancing of 6 feet or more. But they must wear a cloth facial covering throughout the rest of the school day. Although reports have shown that face shields aren't as effective as masks in limiting virus transmission, it is important for students to see a teacher's face during instruction for a variety of reasons, including pronunciation, lip reading, and facial expressions.

Each school will have a supply of extra masks in case a student or employee forgets their mask at home or it breaks during the day. Mask wearing will be enforced with the same strategies used to address other rules violations.

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The exceptions to the facial covering requirement include when students and staff are eating or drinking or are involved in direct physical activity during PE. PE teachers are developing plans to ensure maximum physical distancing among students and will prioritize health and safety. Masks will not be required during recess if physical distancing can be achieved.

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 as outlined by CDC guidelines.

Screening

All students and employees will be asked to conduct a daily symptom check before attending school. Mountain Brook Schools will provide a symptom-checking tool that will help parents, students, and employees make daily decisions regarding attendance.

Students and employees with shortness of breath or difficulty breathing, new cough, or new loss of taste or smell should not attend school. Additionally, any student or employee with a fever of 100.4 or higher should not attend school until they have been fever-free for 24 hours without the aid of fever-reducing medication, such as ibuprofen or acetaminophen.

Other symptoms to check for include fatigue, chills, muscle pain, sore throat, stomach issues such as nausea, vomiting, or diarrhea, headache, and congestion.

It is also important for students and employees to be mindful of those with whom they have come in contact, particularly if any of them have tested positive for COVID-19 within the past 14 days. If a student or employee is exhibiting symptoms, they should contact their healthcare provider for assistance and not report to the school building.

School nurses will quarantine and screen any student or employee who begins to exhibit signs or symptoms of COVID-19 while at school. The nurses will contact parents if their child is unwell, and parents are asked to pick up their child from school within 30 minutes of the notification.

Testing, Positive Cases, and Notification

If a student or employee presents with identifiable COVID-19 symptoms, they should report to the school nurse's office for evaluation and possible quarantine. The nurse will contact the student's parents upon evaluation and recommend testing if appropriate. Parents and employees will be required to share test results

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with the school nurse to assist with notification and cleaning procedures. All personal information will be kept strictly confidential.

If a student or teacher tests positive, Mountain Brook Schools will work with the Jefferson County Department of Health on contact tracing and exposure levels. The individual will be required to remain at home until they meet all return-to-school criteria listed below:

- Fever-free for 24 hours without fever-reducing medication, and
- Symptoms have improved, and
- 10 day period has passed since the onset of symptoms (symptomatic) or positive test date (asymptomatic)

If an individual tests positive, their family members should also quarantine at home for 14 days to monitor for symptoms.

Mountain Brook Schools will contact anyone who may have had potential exposure to COVID-19 while on campus or involved in a school activity. If there is a high risk of exposure, the school system or county health department will speak with your family directly.

Those who have been exposed using the 6-feet/15-minute rule will remain home for 10 to 14 days to monitor for symptoms. There is no mandate from the school system to seek out and pay for a COVID-19 test.

Personal Hygiene

All students and employees will practice enhanced personal hygiene during the 2020-2021 school year. They should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after every class/activity change. Hand sanitizer of at least 60% alcohol will be available in every instructional and common area throughout school buildings.

Students and employees also will practice cough and sneeze etiquette to mitigate the transmission of airborne pathogens. They are also encouraged to use personal water bottles or plastic cups at water fountains.

Students will keep backpacks and personal items in individual containers, cubbies, or lockers, and will use individualized instructional materials.

OPERATIONS

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 and bathrooms will be cleaned multiple times during the school day. Playground and athletic/PE equipment will be cleaned daily as well.

Teams in our schools are also devising plans to minimize sharing of supplies and equipment. Any space with potential exposure will be closed for 24 hours before being cleaned and disinfected. If a class is temporarily displaced for cleaning, it will relocate to another area in the school building.

Child Nutrition and Transportation

Mountain Brook Schools has implemented measures to reduce high-touch areas in lunchrooms. Cashless transitions will be required, and sanitizing will occur between lunch groups. All elementary students will pick up their lunch from the lunchroom and eat in designated locations. Secondary students will eat lunch while distancing in designated areas throughout the schools.

When being transported on school buses, students will be required to wear cloth facial coverings. Bus windows will be lowered to allow for additional airflow when weather permits. Buses will be sanitized before and after each route, and students and drivers will sanitize their hands before getting on the bus. When possible, alternating seats and rows will be used as much as possible.

Visitors

Mountain Brook Schools believes in community schools and the partnership that exists between the community and school system. However, due to the possibility of virus spread, visitors will be limited to the school buildings.

Schools are required to keep an accurate, detailed record of all visitors, and visitors will be screened before entering the building. Schools are modifying check-in and check-out procedures, and all parent meetings will have the option to be hosted virtually or in person.

Attendance and Absences

If a student is quarantined or tests positive and is unable to attend class on campus, their absences will be considered excused. Students will be able to access their academic work through a learning management system to continue their work in alignment with their classmates.

If an employee is unable to attend work due to a COVID-19 related issue, they should contact their administration and the Director of Personnel to make the necessary arrangements.

Extracurricular Activities

Due to the reduced number of coronavirus cases, extracurricular activities will be allowed in Mountain Brook Schools. All masking and distancing requirements will apply.

The MBS Community Education Program will open beginning summer 2021. Registration for all summer camps will begin immediately following spring break. The Extended Day Program is scheduled to reopen fall 2021. Registration will become active before the end of the 2020-2021 school year.

School-based athletics will follow all health and safety protocols outlined by the AHSAA and Mountain Brook Schools. If schools operate on an alternate schedule or transition to a full e-Learning format, determinations will be made regarding practices and competitions. Limitations on spectators and traveling groups will be made based on guidance and information from the local health department and the availability of space due to distancing requirements.

Ventilation

Mountain Brook Schools is following CDC recommendations for the maintenance of all HVAC systems to ensure air quality in the buildings. We installed Tri-Dim MERV-11 filters in all schools and added ionizers to existing units.

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">• Group gatherings will be limited and held outdoors when possible.• 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.• Recess/PE will implement distancing plans. Masks will be required indoors and when not participating in physical activity.
FACIAL COVERINGS	<ul style="list-style-type: none">• All students and staff will be required to wear a cloth facial covering in our school buildings.• Exceptions to this requirement include when students and staff are eating or drinking, are directly involved in physical activity at PE or recess, or have a medical exemption per CDC guidelines.• This requirement is subject to change pending future state and county mandates.
SCREENING	<ul style="list-style-type: none">• All students and employees will be asked to conduct a daily symptom check before 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.• School nurses will quarantine and screen any student or faculty member who begins to exhibit

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	<p>signs or symptoms of COVID-19 while at school.</p> <ul style="list-style-type: none">• 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.
<p>TESTING AND POSITIVE CASES</p>	<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 by the nurse who will recommend testing if appropriate. If the individual 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.• If the student or employee tests positive, the school nurse will notify the school administration, district COVID Coordinator,

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	<p>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. The individual will be required to remain at home until:<ul style="list-style-type: none">○ They are fever-free for 24 hours without medication.○ Symptoms have improved.○ It has been 10 days since symptoms appeared (symptomatic) or a positive test was received (asymptomatic).• 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 remain home for 10 to 14 days to monitor for symptoms.
<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 a learning management system 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 individual supports are provided as documented in the student’s individual plan.• 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.
CHILD NUTRITION 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.• 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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CLEANING	<ul style="list-style-type: none">• Frequently touched surfaces will be cleaned and disinfected throughout the day.• Student workspaces will be cleaned at the end of each class/activity.• Bathrooms will be cleaned 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.
VISITORS	<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.
ACTIVITIES/ATHLETICS	<ul style="list-style-type: none">• Off-campus field trips and overnight events will be allowed on a case-by-case basis.• Any overnight event must support individualized sleeping arrangements.

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	<ul style="list-style-type: none"> ● If alternate schedules or e-Learning become necessary, decisions will be made regarding the continuation of extracurricular activities/athletics. ● 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 safety and health protocols of the AHSAA and health department. ● When possible, video streaming will be used to connect school activities with the community.
<p>SAFETY DRILLS</p>	<ul style="list-style-type: none"> ● If safety drills are required, they will be conducted on a rotating basis to honor density reduction strategies.
<p>EDP/COMMUNITY EDUCATION</p>	<ul style="list-style-type: none"> ● The MBS Community Education Program will open beginning summer 2021. Registration for all summer camps will begin immediately following spring break. ● The Extended Day Program is scheduled to reopen fall 2021. Registration will become active before the end of the 2020-2021 school year.

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- School buildings will be available for rentals within the Mountain Brook community.