



ROADMAP TO REOPENING SCHOOLS 2020-2021

General Guidance

July 2020

Revised December 15, 2020

Revised April 7, 2021

Revised April 21, 2021

Table of Contents

Central Office Contacts	4
Alabaster City Schools Contacts	5
Introduction	6
Important Dates	6
Instructional Delivery Options	7
Traditional Learning	7
Virtual Learning	7
Wellness	8
Facial Coverings	8
Student Needs.....	8
Home Screening	8
Quarantine Space.....	9
Alabaster City Schools’ Persons with COVID-19.....	9
COVID-19 in the Household and Close Contacts	9
Notification of Exposure.....	10
Student and Staff Social-Emotional Wellbeing	10
Operations and Facilities	11
Transportation	11
Enhanced Facility Cleaning	11
Water Fountains	12
Lockers.....	12
Large Gatherings	12
Signage	12
Classroom Organization	13
Textbooks.....	13
Library Books.....	13
Instructional Field Trips.....	13
Guests.....	13
Child Nutrition Program	14

Instruction and Technology	15
Instructional Delivery	15
Traditional Learning	16
Champions Virtual Academy	18
Students with Exceptional Needs	19
English Learners	20
Elementary Art and Music (Pre-K – 3rd grade)	20
Special Area Classrooms (Science Labs, Career Tech, STEAM Labs, etc.)	21
Computer Labs	21
Library Media Specialists	21
Floor, Wall, SMART or Sharp Interactive Panel Activity	21
Small Groups and Pull-Outs or Push-Ins	22
Physical Education	22
Formative and State-Required Assessments	22
Revised School Procedures	23
Grades K-12 Registration	23
Enrollment in Champions Virtual Academy (Virtual School)	23
Open House	24
First Days of School	24
Arrival/Departure Procedures	24
Transition Procedures (Movement)	24
Medication Drop-Off	25
Attendance	25
Excuse for Absences	25
Check-In Procedure	26
Check-Out Procedure	26
Transportation Changes	26
Co-curricular and Extracurricular Activities	27
After-School Programs	27

Central Office Contacts

Alabaster City Schools

L. Wayne Vickers, Ed.D
Superintendent
205-663-8400

Contact	Title	Email
Dr. Jeff Atkins	Chief Operations Officer	Jeff.Atkins@acsboe.org
Ms. Lauren Butts	Chief School Finance Officer	Lauren.Butts@acsboe.org
Ms. Jennifer Garrett, RN	Head Nurse	Jennifer.Garrett@acsboe.org
Mr. Mark Gray	Coordinator of Elementary Education	Mark.Gray@acsboe.org
Dr. Latanza Harrison	Chief Human Resources Officer	Latanza.Harrison@acsboe.org
Mr. Anthony Kingston	Chief Technology Officer	Anthony.Kingston@acsboe.org
Ms. Heather McDermott	Director of Child Nutrition	Heather.McDermott@acsboe.org
Mr. Jeff Nichols	Transportation Supervisor	Jeffrey.W.Nichols@acsboe.org
Ms. Lisa Radcliff	Exceptional Education/504 Supervisor	Lisa.Radcliff@acsboe.org
Dr. Dorann Tanner	Coordinator of Student Services	Dorann.Tanner@acsboe.org
Dr. Amanda Wilbanks	Coordinator of Secondary Education	Amanda.Wilbanks@acsboe.org

Alabaster City Schools Contacts

CREEK VIEW ELEMENTARY

205-685-6100

Principal - Ms. Charissa Cole
Charissa.Cole@acsboe.org

Registrar - Ms. Deborah Homrich
Deborah.Homrich@acsboe.org

School Nurse - Ms. Jennifer Kiker, LPN
Jennifer.Kiker@acsboe.org

MEADOW VIEW ELEMENTARY

205-685-4300

Principal - Ms. Michelle Brakefield
Michelle.Brakefield@acsboe.org

Registrar - Ms. Teresa Davenport
Teresa.Davenport@acsboe.org

School Nurse - Ms. Jill Smith, RN
Jillian.Smith@acsboe.org

THOMPSON INTERMEDIATE

205-685-6200

Principal - Mr. Brent Byars
Brent.Byars@acsboe.org

Registrar - Ms. Jean Rose
Jean.Rose@acsboe.org

School Nurse - Ms. Laurie Brinkerhoff, LPN
Laurie.Brinkerhoff@acsboe.org

THOMPSON MIDDLE

205-685-8100

Principal - Dr. Neely Woodley
Neely.Woodley@acsboe.org

Registrars

Ms. Eve Smeraglia
Eve.Smeraglia@acsboe.org

Ms. Jan Roper
Jan.Roper@acsboe.org

School Nurse - Ms. April Mills, RN
April.Mills@acsboe.org

THOMPSON HIGH

205-685-6700

Principal - Dr. Wesley Hester
Wesley.Hester@acsboe.org

Registrar - Ms. Sue Dennis
Sue.Dennis@acsboe.org

Attendance Clerk - Ms. Beth Eddings
Beth.Eddings@acsboe.org

School Nurse - Ms. Lauri Davis, LPN
Lauri.Davis@acsboe.org

Introduction

Dear Warrior Family:

In recent months, the COVID-19 global pandemic has resulted in unprecedented changes to society and the educational system of our children. As we prepare to embark on a new academic year, we have worked diligently on a plan of action that outlines a safe, efficient, and equitable return to school for all students and staff.

This plan has been developed using guidance from the Alabama Department of Public Health (ADPH) and the Alabama State Department of Education (ALSDE). We have thoroughly considered the policies, practices, and strategies that must be implemented and developed additional recommendations to promote the health and safety of our students and staff. **The pages will serve as a living document and may change as additional advice and guidance is provided from these agencies, as well as the Governor's office and the Alabama High School Athletic Association.**

We wish to thank our families and the Alabaster community for their continued patience, support, and encouragement as the COVID-19 response continues to unfold. Schools are critical components of communities and have a profound impact on the well-being, growth, and enrichment of students and their families. As always, keeping our students and staff safe remains a top priority.

We will get through this together.

Sincerely,

L. Wayne Vickers, Ed.D
Superintendent

Important Dates

Current

Online registration for each school

July 24, 2020

Deadline for enrollment in Champions Virtual Academy

July 27 – July 31, 2020

- Affidavits for enrollment, by appointment only, at Central Office
- Please call 205-663-8400 for an appointment

August 5, 2020

Teachers return to campuses

August 14 – August 31, 2020

Virtual Open House/Warrior Day (teacher videos posted by August 14)

August TBD 2020

- Staggered Open House for new students and students in grades Pre-K, K, 4th, 6th, and 9th
- Champions Virtual Academy Orientation for Students and Parents/Guardians

August 19, 2020

First day of school for students (Virtual and Traditional)

Instructional Delivery Options

TRADITIONAL LEARNING

Students physically attend classes in a traditional, on-campus setting. Instruction is in-person with the student's teacher(s) each day. Instructions will include paper and digital resources. Traditional learning may transition to remote learning should adverse health guidelines warrant. Students may transition between traditional and virtual settings at the end of each nine-week grading period.

Remote Learning for Traditional Students

Traditional students will receive instruction from their teacher(s) at home. This will include paper and digital learning for grades K-2. Grades 3-12 will receive instruction digitally via Google Classroom/Schoology and Google Meet.

- Remote learning will be used in the event of extended building closure.
- Remote learning will be used in the event of student quarantine or long-term absences.
- Remote learning will be used in the event that ACS has to implement alternate schedules.

VIRTUAL LEARNING

Students who elect to learn from home will attend Alabaster City Schools' Champions Virtual Academy for instruction. All learning will be digital via an online platform such as SchoolsPLP, Edgenuity, or ACCESS with ACS teachers acting as instructors and/or facilitators. Internet access at home and a compatible computer device are required. Students may transition between virtual and traditional settings at the end of the nine-week grading period.

Wellness

FACIAL COVERINGS

- Any required use of facial coverings will be governed by the Alabama Health Orders issued by Governor Kay Ivey and the Alabama Department of Public Health. The current order (Amended July 15, 2020) requires facial coverings for all persons age seven years old and older. Students age six and under are strongly encouraged to wear facial coverings. Parents of students with medical conditions or disabilities that prevent wearing facial coverings should contact the school nurse for additional information.
- Parents/Guardians should provide their students with facial coverings. Facial coverings must adhere to ACS Code of Conduct.
- ACS will provide staff with a clear face shield or other facial coverings.
- **Update April 7, 2021 – Effective April 9, 2021, Alabaster City Schools will continue an indoor mask mandate through April 23, 2021.**
- **Update April 21, 2021 – Alabaster City Schools will continue an indoor mask mandate through the end of the school year (May 27, 2021).**

STUDENT NEEDS

- Each school will provide a supply list for students.
- Parents/Guardians should provide their students with facial coverings.
- ACS strongly recommends students have a water bottle labeled with their name.

HOME SCREENING

Home is the first, and most important, point on the screening continuum.

- Parents/Guardians should screen and monitor their children for any signs of illness including fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; and diarrhea, and keep their child home if they have any symptoms of illness.
- Parents/Guardians should take the student's temperature before leaving for school. Students with a temperature of 100.4 or above should not attend school and are advised to consult their medical professional.

QUARANTINE SPACE

- Students who exhibit symptoms of illness will be sent to the nurse immediately.
- Schools will provide an area of quarantine for symptomatic students.
- Students who exhibit symptoms at school will be isolated with a facial covering in place.
- Parents/Guardians will be contacted immediately to pick up their child. Every effort should be made to pick a child up within the hour.

ALABASTER CITY SCHOOLS' PERSONS WITH COVID-19

All persons (employees, students) who are diagnosed with COVID-19 should immediately notify the school nurse at their school and complete the ACS COVID-19 Self Reporting Form:

<https://www.acsboe.org/COVIDSelfReport>.

Please check the Alabama Department of Public Health's website for the Isolation and Quarantine Timeframes for COVID-19 chart and follow their guidance. The chart and information can be found at <https://www.alabamapublichealth.gov/covid19/assets/cov-timeframes-isolation-quarantine.pdf>.

This guidance is subject to change pending current health orders by ADPH.

COVID-19 IN THE HOUSEHOLD AND CLOSE CONTACTS

- Students or employees with an immediate household member and/or close contacts that have been determined positive for COVID-19 should consult their medical professional and quarantine for at least 10 days and contact school nurse for guidance regarding return to school date.
- Before returning, this individual must meet the applicable ADPH guidelines for returning to work or school.
- Students and employees who exhibit symptoms or test positive must meet the requirements to return to campus outlined above. If a student is on home quarantine, they will be immediately placed on remote learning to avoid loss of instructional time.

NOTIFICATION OF EXPOSURE

- Notification of COVID-19 exposure will not be possible in all instances due to many circumstances, and, where notice is provided, the information that is shared may be general in nature and of limited utility.
- If ACS is notified of a positive test of COVID-19, ACS will, where ACS believes it to be both practicable and appropriate, provide notice.
- In light of the limitations inherent with providing notice, ACS strongly encourages students, parents/guardians, and employees to continuously and regularly self-monitor for symptoms of COVID-19 at home, regardless of the learning option that is selected.
- All contact tracing is the responsibility of the Alabama Department of Public Health.

STUDENT AND STAFF SOCIAL-EMOTIONAL WELLBEING

- Alabaster City Schools is committed to educating the whole child. Alabaster City Schools has comprehensive student support systems including a school social worker, school-based mental health and community resources. If parents/guardians feel their student needs additional support, please contact the school counselor or email mental.health@acsboe.org.
- All staff will be trained on Youth Mental Health First Aid prior to the start of the school year.
- Students will check in to the Rhithm app (as appropriate) to meet their social-emotional learning needs and will be connected to trained counselors if additional support is needed.
- Referrals to tiered interventions will be implemented to support students including large-group guidance, small-group counseling, the Peer Helper Program, social work interns, and school-based mental health services. The 2018 SRSS-IE screener may be used to help target interventions as needed.
- ACS has a crisis response team to focus on student and staff mental health and wellness. The district mental health liaison can be emailed at mental.health@acsboe.org with concerns or for resources.
- ACS staff have access to the Employee Assistance Program.

Operations and Facilities

TRANSPORTATION

- Parents/Guardians are encouraged to use their own transportation.
- Bus transportation may be temporarily suspended, modified, or adjusted due to community spread and/or staffing concerns.
- All buses will be cleaned and sanitized before each route.
- Drivers will focus on cleaning handrails and high-touch areas before each route.
- If a bus driver observes a child exhibiting symptoms on the bus, the driver will move that child to the first seat on the bus and provide a facial covering to wear. The driver will inform the school when this occurs.
- In the event of a positive COVID-19 test, the affected bus will be cleaned with T360 disinfectant machines.
- Please encourage children to distance at bus stops to minimize the congregation of people from different households.
- ACS will provide bus drivers with personal protective equipment (PPE).
- ACS bus drivers will assign seats. Students should be in the same seats every day.
- ACS will open roof hatches or windows (when weather permits) to keep fresh air circulating. It is acceptable to utilize A/C on buses, but an attempt will be made to have fresh air circulating, as well.

ENHANCED FACILITY CLEANING

- All school campuses will undergo enhanced cleaning operations on a daily basis.
- All custodial staff will complete a course called “Coronavirus Prevention and Control Strategies.”
- Frequently touched surfaces, including lights, doors, benches, bathrooms, and water fountains, will undergo multiple cleanings throughout the day.
- Signage will be placed in all schools regarding frequent hand washing, cough and sneeze etiquette, and proper use of tissues.
- All staff will be trained on universal precautions, cross-contamination and maintaining a healthy classroom.

- Small cups will be placed near water fountains and drinking directly from water fountains will be prohibited. Students may also fill and use personal water bottles.
- Hand soap or hand sanitizer, tissue, and waste baskets will be in every room that holds students.
- Hand soap or hand sanitizer will be made available on each hall in the school.
- Hallways will have pathing to ensure the proper flow and direction of students when moving through the school.
- Classrooms that have a confirmed COVID-19 diagnosis will not be utilized until the room is cleaned and sanitized by custodial staff with a T360 disinfectant machine.
- All restrooms will be stocked regularly with soap and paper towels.
- Air filters for the individual school will be changed regularly.

WATER FOUNTAINS

- Small cups will be placed near all water fountains. Drinking directly from water fountains will be prohibited.
- Students are encouraged to bring their own water bottles that can be refilled. Parents/ Guardians should label water bottles with their child's name.

LOCKERS

- TMS will provide a plan regarding academic locker use.
- PE lockers will not be issued at TMS or THS.
- Custodial staff will clean and disinfect athletic lockers around athletic practice schedules.

LARGE GATHERINGS

- Each school will develop a plan for large gatherings.
- Events and attendance may be limited per health guidelines.

SIGNAGE

Signage will be placed in all schools about frequent hand washing, cough and sneeze etiquette, and proper use of tissues.

CLASSROOM ORGANIZATION

To the greatest degree possible:

- Student desks will be spaced to allow for distancing.
- Tables will have limited seating to accommodate distancing.
- Tables and desks will all be facing one direction to limit face-to-face interaction.
- Alternate seating such as sofas or upholstered items have been removed and classrooms have been decluttered to accommodate space for distancing.

TEXTBOOKS

- When possible, electronic versions of textbooks will be used.
- No classroom textbook sets will be used.

LIBRARY BOOKS

- No books will be checked out to take home.
- Media Specialists will promote online book resources to students and families.
- When the Media Specialist collects the books/resources left in a classroom, those items will be quarantined for a 72-hour period before being redistributed to other students.

INSTRUCTIONAL FIELD TRIPS

- There will be no instructional field trips until further notice.
- No in-house field trips will be allowed because no outside guests/speakers will be permitted.
- Teachers will use virtual field trips to continue to provide outside enrichment for students.
- There will be no out-of-state instructional field trips during the 2020-2021 school year.

GUESTS

- Until further notice, there will be no lunch or classroom visitors.
- No outside visitors/speakers will be allowed.
- If a parent/guardian must bring an item to a student, he/she must buzz in at the entrance and wait for a staff member to retrieve it.
- Parent/Guardian meetings will be held virtually, as feasible.

CHILD NUTRITION PROGRAM

- All CNP staff will complete a course called “Coronavirus Prevention and Control Strategies.”
- Occupancy in cafeterias will be reduced by:
 - Spaced seating (utilizing outdoor space as practicable and appropriate).
 - Rotating schedules for eating in the cafeteria and classrooms.
- Longer meal periods will be in place for a more staggered meal service. ACS will continue standard operating procedures while taking additional preventive measures such as:
 - Washing hands before and after meal service for students and staff.
 - Providing hand soap and/or hand sanitizer for students and staff when entering a serving area.
 - Cleaning of cafeterias and high-touch surfaces throughout the school day.
 - Using disposable plates, utensils, etc.
 - Eliminating self-service of food items.
 - Serving more items that are convenient such as grab-and-go boxes and reduced menu choices.
- CNP staff will wear face coverings and gloves at all times when in contact with students and staff per health department regulations.
- There will be no breakfast or lunch visitors.
- Parents/Guardians may not bring food to the school building.
- Students who bring meals from home will need to pack items that do not require heating or reheating.
- All food items and beverages should be sent with the student. If a parent/guardian must bring a child’s forgotten packed lunch, he/she will need to buzz in at the entrance and wait for a staff member to retrieve it.
- Snacks and food items are limited to each child. No items may be brought from home for a class or group of students.
- Staff and students are strongly encouraged to make prepayments through MySchoolBucks_ <https://www.myschoolbucks.com> to limit contact with cash transactions. If cash payments are made, change will not be given. The excess funds will be placed in the student’s account.
- If a parent/guardian needs to apply for free or reduced lunch, please complete the online form: <https://paypams.com/OnlineApp.aspx>.

Instruction and Technology

INSTRUCTIONAL DELIVERY

Alabaster City Schools defines traditional, virtual, and remote learning frameworks as follows:

TRADITIONAL LEARNING

Students physically attend classes in a traditional, on-campus setting. Instruction is in-person with the student's teacher(s) each day. Instructions will include paper and digital resources. Traditional learning may transition to remote learning should adverse health guidelines warrant. Students may transition between traditional and virtual settings at the end of each nine-week grading period.

Remote Learning for Traditional Students

Traditional students will receive instruction from their teacher(s) at home. This will include paper and digital learning for grades K-2. Grades 3-12 will receive instruction digitally via Google Classroom/Schoology and Google Meet.

- Remote learning will be used in the event of extended building closure.
- Remote learning will be used in the event of student quarantine or long-term absences.
- Remote learning will be used in the event that ACS has to implement alternate schedules.

VIRTUAL LEARNING

Students who elect to learn from home will attend Alabaster City Schools' Champions Virtual Academy for instruction. All learning will be digital via an online platform such as SchoolsPLP, Edgenuity, or ACCESS with ACS teachers acting as instructors and/or facilitators. Internet access at home and a compatible computer device are required. Students may transition between virtual and traditional settings at the end of the nine-week grading period.

TRADITIONAL LEARNING

- The students will physically attend school daily and receive face-to-face instruction from their teacher(s). Per health guidelines, instruction and daily procedures may look different than in previous school years. Changes will include, but are not limited to the following:
 - Students will be assigned to a specific desk. All desks/tables will face forward in rows. Classrooms will maximize floor space by eliminating extraneous materials and spacing desks/tables as far apart as possible.
 - Regular cleaning of the classroom and supplies will take place.
 - Shared items will be minimized or eliminated.
 - Traveling to labs, the library, or other classrooms will be minimized or eliminated.
- Teachers will incorporate digital and virtual tools into each lesson or unit to ensure students are familiar with these tools in the event that the district must move to remote learning.
- Students may transition between traditional and virtual settings at the end of the nine-week grading period.

Remote Learning for Traditional Students

- Health guidelines may require traditional learning students to transition to remote learning for a temporary period of time. This is not to be confused with virtual learning, which is a separate program.
- Remote learning for traditional students may include:
 - Alternate schedule: attending school two days a week with remote learning three days a week.
 - Extended building closure: full remote learning for all students and staff.
 - Quarantine/Extended absences: full remote learning for impacted students.
- Alabaster City Schools will work with students and parents/guardians to prepare for potentially moving from traditional learning to remote learning.
- All students will participate in digital/virtual lessons throughout each unit while in the traditional classroom.
- Regular school hours will be maintained by students and staff.
- Teachers will continue standards-based, quality instruction for their students through Google Classroom/Schoology and Google Meet. Lessons will be a continuance of traditional instruction and will be planned with the same rigor as all other lessons.
- Grades will be earned for assignments and entered into iNow.
- Students will adhere to the ACS Remote Learning Student Expectations document located at www.acsboe.org/RemoteLearningStudent.
- Parents/Guardians may access the Parent Resource page www.acsboe.org/RemoteLearningParent to learn how to use Google Classroom, Schoology and other ACS resources.

- Weekly agendas, daily lessons, assignments, and reminders will be posted on Google Classroom/Schoology by 8:00 AM each Monday. Students will have a week's worth of tasks Monday - Friday.

Remote Learning - Alternate Schedule

- Attendance will be taken daily, whether remote learning or traditional learning is taking place. Successful completion of daily progress goals/assignments will also be considered.
- On remote learning days, pacing will mirror the traditional daily assignments and due dates will be enforced.
- Teachers will post office hours in Google Classroom/Schoology for class(es) on days in which all students are learning remotely.
- Per health guidelines, Alabaster City Schools may determine that traditional students need to participate in an A/B schedule with remote learning for a set period of time to help reduce the spread of COVID-19.
 - Students designated “A” students would attend a regular school day on Monday/Tuesday, receive remote instruction on Thursday/Friday and participate in remote learning on Wednesday. All remote instruction would be led by the students’ classroom teacher(s) via Google Classroom/Schoology.
 - Students designated “B” students would attend a regular school day on Thursday/Friday, receive remote instruction on Monday/Tuesday and participate in remote learning on Wednesday. All remote instruction would be led by the students’ classroom teacher(s) via Google Classroom/Schoology.
 - All students residing at the same address would be assigned the same schedule in order to assist families.

Remote Learning - Extended Building Closure

- Attendance will be taken daily, whether remote learning or traditional learning is taking place. Successful completion of daily progress goals/assignments will also be considered.
- In the event of an extended building closure, students will participate in a minimum of two Google Meets every week for each class. The dates and times will be posted in Google Classroom/Schoology on Monday by 8:00 AM. The meeting will aid students with mastering standards via direct instruction and answering student questions. Additional small groups and intervention can be scheduled as necessary.
- Pacing will mirror the traditional classroom and due dates will be enforced.
- Teachers will post office hours in Google Classroom/Schoology so that students and parents/guardians may seek additional assistance.

Remote Learning - Extended Student Absence

- Students at home due to quarantine or extended absences will immediately enter remote learning to avoid loss of instruction.
- Grades will be earned for assignments and entered into iNow.
- Students will adhere to the ACS Remote Learning Student Expectations document located at www.acsboe.org/RemoteLearningStudent.
- Parents/Guardians may access the Parent Resource Page www.acsboe.org/RemoteLearningParent to learn how to use Google Classroom, Schoology, and other ACS resources.
- Weekly agendas, daily lessons, assignments, and reminders will be posted on Google Classroom/Schoology by 8:00 AM each Monday. Students will have a week's worth of tasks Monday - Friday.

CHAMPIONS VIRTUAL ACADEMY

- Families may elect for their student(s) to participate in virtual learning from home in lieu of the traditional classroom. Those who select this option may enroll via <https://www.acsboe.org/EnrollChampionsAcademy>. Students must enroll by July 24, 2020.
- Students will be enrolled in Alabaster City Schools Champions Virtual Academy (CVA) but will still remain an ACS student and may participate in extracurricular and athletic activities (as appropriate and feasible).
- Students may transition between virtual and traditional settings at the end of the nine-week grading period.
- Parents/Guardians will serve as the student's success coach and will support learning.
- Parents/Guardians are responsible for providing and maintaining consistent internet access.
- Students must use a personally owned compatible computer/device or an ACS-provided Chromebook computer (fee required).
- Orientation/Training will be required for parents/guardians and students.
- Students enrolled in CVA are assigned coursework via a digital platform. ACS teachers will teach and facilitate online learning.
- There is a limited course selection as compared to traditional school. Counselors may guide students in choosing courses that are appropriate for their goals and ACS compatibility.
 - Grades 6-12 may receive instruction for four core and elective courses via Edgenuity, SchoolsPLP and/or ACCESS.
 - Grades K-5 may receive instruction for all subjects via SchoolsPLP and online platforms.

- Limited course offerings may affect a student’s ability to earn an advanced diploma. Consult the student’s counselor to discuss diploma options and course weights.
- Limited course offerings may affect a student’s NCAA eligibility. Consult the student’s counselor to discuss NCAA eligibility.
- Students will commit to attending CVA for an entire nine-week grading period.
- If families choose for their secondary student to return to traditional school, some online courses may not transfer to those offered at the local school. The student would then need to continue online for the semester or school year in a computer lab at the local school.
- Students participating in virtual learning will maintain the same pace, rigor, and grading policies as those who are meeting in the traditional classroom.
- Struggling or failing students may be required to return to their local school for monitoring or a return to traditional classes. (Exceptions may apply for medically fragile students.)
- Daily attendance is required of virtual students and is satisfied by checking in within a set time frame and successfully completing weekly progress goals. Attendance/Tuancy consequences will be applied per Alabaster City Schools Code of Conduct.
- Limited on-campus attendance may be required. Students may be required to take major course assessments on campus with a proctor at the teacher’s discretion. On-campus state-mandated assessments may be required. (Exceptions may apply for medically fragile students.)
- Transportation to and from the student’s local school will be the responsibility of the parent/guardian.
- Virtual students will follow Alabaster City Schools Code of Conduct rules and be subject to consequences.
- For detailed information on the Champions Virtual Academy, go to <https://www.acsboe.org/ChampionsAcademyStudent> to read the student/parent handbook.

STUDENTS WITH EXCEPTIONAL NEEDS

- Once school resumes, ACS intends to collect assessment data, Parent/Guardian input and feedback, and information obtained from general education and special education teachers to revise existing student IEPs and 504 Plans, or, where those items do not already exist, to develop them.
- For students who enroll in ACS Champions Virtual Academy, IEPs and 504s will be amended, either through IEP team meetings or by written agreement, to reflect the provision of “special education,” as well as the provision of accommodations and related services.
- For students who enroll in ACS Champions Virtual Academy, IEPs and 504s will be amended to reflect accommodations and services needed for successful participation in the virtual school program.

- Students with special health considerations should be in communication with their local school’s educational support committee. The committee will aid students with their learning assignments and determine what modifications or accommodations are needed for participation in their chosen school program.
- ACS will consider students’ specific needs around accessibility and provide assistive technology if needed for students to be able to fully participate in their chosen school program.
- Referral-Eligibility meetings, IEP meetings, 504 meetings, and Transition meetings may be held virtually with parents/guardians and all the team members. If parents/guardians are unable to meet virtually due to technology access or prefer an in-person meeting, the team will arrange a meeting with the parents/guardians to attend at their child’s local school.
- In accordance with Alabama Literacy Act, students with specific disabilities in reading or with reading deficits will receive an intervention and/or accommodation plan, and parents/guardians will be notified within 15 days of the student’s identification.

ENGLISH LEARNERS

- I-ELP plans will be written according to ACCESS for ELLs with 2.0 scores. English as a Second Language (ESL) teachers will adhere to federal and state guidelines for screening and completion of I-ELP plans.
- For English Learners who enroll in ACS Champions Virtual Academy, ESL teachers will work with virtual teachers on implementing accommodations and services in order for students to participate successfully in virtual learning.
- ESL teachers and general classroom teachers will collaborate continuously to share results from classroom screeners and diagnostic assessments to determine revisions and accommodations to the student I-ELP plan.
- At the beginning of the year parent/guardian meetings will be offered in person and virtually with staggered scheduling. ESL teachers will coordinate with local administration for guidance and implement these meetings within distancing guidelines.
- ESL teachers (with the assistance of bilingual paraprofessionals) will work with multilingual parents/guardians who choose ACS Champions Virtual Academy when the need arises.

ELEMENTARY ART AND MUSIC (PRE-K – 3RD GRADE)

- Elementary Art and Music teachers will travel to each classroom for scheduled classes.
- Touchpoints will be limited by selecting materials that can be used by only the students in a particular classroom.

SPECIAL AREA CLASSROOMS (SCIENCE LABS, CAREER TECH, STEAM LABS, ETC.)

- Touchpoints will be limited by selecting materials that can be used by only the students in a particular classroom.
- Special area teachers may travel to each classroom for scheduled classes.
- Equipment used will be cleaned regularly.

COMPUTER LABS

- Computer Labs will be cleaned between each class that visits the lab.
- Keyboards and mice will be wiped with a soft cloth that has been sprayed with alcohol/water solution.

LIBRARY MEDIA SPECIALISTS

- Elementary Media Specialists will travel to each classroom. They will select specific books for each particular classroom.
- Books will remain in the classroom for student use.
- Secondary Media Specialists will work with teachers on how best to support students. They will travel to each classroom with resources or to instruct students. Student visits to the media center will be greatly minimized or eliminated per health guidelines.
- Library books will not be checked out.

FLOOR, WALL, SMART OR SHARP INTERACTIVE PANEL ACTIVITY

- In elementary classes, there will be no “Circle Time” or group time on the carpet/rug.
- Carpets may remain for students who need an opportunity to get out of their desks for an activity, but students must continue to distance themselves as much as possible.
- Carpets will be sprayed with disinfectant on a regular basis.
- Students will not use the interactive panel in the classroom. Panels will be used by teachers for instructional purposes only.

SMALL GROUPS AND PULL-OUTS OR PUSH-INS

- Students may participate in small-group instruction, maintaining distancing. Pull-out instruction for interventions may be acceptable though minimized.
- Students may be pulled out for small-group instruction but will be placed in static groupings according to their homeroom or pod group and distancing practices will be followed.
- Students may be served within their homeroom based on identified needs and ability to provide appropriate instruction needed within this classroom environment.

PHYSICAL EDUCATION

- In elementary schools, Physical Education classes will take place outside as weather allows. Some days, classes may be held in alternate locations. Some classes may be in the gym while others may be in another space inside the building. Touchpoints will be limited as much as possible as well as continuing to distance as much as possible.
- In middle and high school, students will not dress out for PE and no lockers will be sold. Activities will follow appropriate distancing guidelines.

FORMATIVE AND STATE-REQUIRED ASSESSMENTS

- All students will participate in district and state-mandated assessments.
- Champions Virtual Academy students may be required to take some state-mandated assessments in the local school or with a remote proctor.
- All students will follow the Alabama State Department Student Assessment Calendar.

Revised School Procedures

GRADES K-12 REGISTRATION

- All registration should be completed online. Returning students have been sent codes to complete online registration. Online registration should be completed at <https://www.acsboe.org/OnlineRegistration>. Note: Parents/Guardians must have their child's Snapcode to complete the online registration.
- New students should visit their school's website to complete new student registration forms.
- All forms required, such as proof of residence for returning students and documentation required for new students, should be electronically submitted or dropped off at the school's dropbox. **NO ON-SITE REGISTRATION/FORM SUBMISSION DAYS WILL BE HELD THIS YEAR.**
- If a parent/guardian is unable to submit registration electronically or drop off registration at the school, the parent/guardian may schedule an appointment.
- Affidavits will be completed by appointment only during the week of July 27-August 1, 2020. Appointments will be held at the Central Office. Please call 205-663-8400.
- School fees should be paid via MySchoolBucks: <https://www.myschoolbucks.com>.
- Students will not receive a schedule or be assigned a teacher if the registration process is not completed. If a student does not receive a schedule or a teacher assignment, please contact the school for assistance.

ENROLLMENT IN CHAMPIONS VIRTUAL ACADEMY (VIRTUAL SCHOOL)

- Parents/Guardians choosing for their student to attend the full-time virtual school (Champions Virtual Academy) should complete the registration process at their local school.
- After registering, the parent/guardian must complete the Champions Virtual Academy enrollment form.
- The online form is located at <https://www.acsboe.org/EnrollChampionsAcademy>.
- Students must reside in the city limits of Alabaster to attend the Champions Virtual Academy.

If the student is not enrolled to participate in the Champions Virtual Academy by July 24, 2020, the student will be considered a traditional learning student for the start of the 2020-2021 school year.

OPEN HOUSE

- Open House/Warrior Day will be held virtually. Each teacher will post a short video on their teacher webpage by August 14. The video will remain online for the month of August. The video will include all information traditionally given at open house and include a view of the classroom.
- Staggered, modified open house will be offered for students new to the system or new to the school (Pre-K, K, 4th, 6th, and 9th grades). New students should contact their school to schedule a tour. Dates and information regarding Pre-K, K, 4th, 6th, and 9th grades will be released in late July/early August.

FIRST DAYS OF SCHOOL

- Traditional and virtual students will begin August 19.
- Parents/Guardians and guests may not enter the building.
- Each school will have specific arrival and dismissal procedures. These procedures will be communicated to students and parents/guardians by administrators.
- Significant instructional time during the first few days/weeks of school will be devoted both in the traditional and virtual classroom to pre-assessments, screeners, diagnostics, and tests to assess students' skills and knowledge.

ARRIVAL/DEPARTURE PROCEDURES

- Each school will communicate their arrival and departure procedures.
- These procedures will look different from previous school years and will be school specific.
- Please review your student's local school procedures prior to the start of school.

TRANSITION PROCEDURES (MOVEMENT)

Each school will implement procedures for transition in the building (hallways, class changes, etc.).

MEDICATION DROP-OFF

- For students who require medication at school, there will be a curbside medication drop-off for parents.
- The curbside medication drop-off will be at each school on the following dates: Thursday, August 6, 2020, 9:00 AM until 1:00 PM and Thursday, August 13, 2020, 3:00 PM until 5:00 PM. Please drop off medication at each student's assigned school.
- The school nurse will be available to discuss student needs and collect medication and required forms.

ATTENDANCE

- School attendance is very important for the highest level of student success. However, COVID-19 presents some natural challenges to student attendance.
- Students should not attend school if they have any signs of illness.
- If a student tests positive for COVID-19 or quarantines due to COVID-19, the student will move to remote learning to avoid loss of instruction.
- Incentives for attendance including exam exemptions, awards, etc., will be suspended this year.

EXCUSE FOR ABSENCES

- Students who are ill should not attend school.
- As possible, parents/guardians should email or fax written excuses for absences.
- Parents/Guardians can email the school with parent/guardian notes, etc.:
 - parent.mves@acsboe.org - Meadow View Elementary
 - parent.cves@acsboe.org - Creek View Elementary
 - parent.tis@acsboe.org - Thompson Intermediate
 - parent.tms@acsboe.org - Thompson Middle
 - parent.ths@acsboe.org - Thompson High
 - parent.aces@acsboe.org - Alternative School/ACES Program

CHECK-IN PROCEDURE

- For grades Pre-K – 5, parents/guardians should accompany students to the buzzer/camera system at the entrance to check in students. Staff will open the door for students to enter. For grades 6-12, students may walk to the buzzer to be admitted into the building. Parents/Guardians should not leave until the student is inside the building. Parents/Guardians should email the school registrar with check-in reason to obtain an excused check-in.
- Parents/Guardians can email the school with parent/guardian notes, etc.:
 - parent.mves@acsboe.org - Meadow View Elementary
 - parent.cves@acsboe.org - Creek View Elementary
 - parent.tis@acsboe.org - Thompson Intermediate
 - parent.tms@acsboe.org - Thompson Middle
 - parent.ths@acsboe.org - Thompson High
 - parent.aces@acsboe.org - Alternative School/ACES Program

CHECK-OUT PROCEDURE

- Parents/Guardians should use the buzzer/camera system to check out the student. Parents/Guardians should be prepared to show identification at the camera, and should remain at the door until students exit the building. Parents/Guardians should email the school registrar with a check-out reason to obtain an excused check-out.
- Parents/Guardians can email the school with parent/guardian notes, etc.:
 - parent.mves@acsboe.org - Meadow View Elementary
 - parent.cves@acsboe.org - Creek View Elementary
 - parent.tis@acsboe.org - Thompson Intermediate
 - parent.tms@acsboe.org - Thompson Middle
 - parent.ths@acsboe.org - Thompson High
 - parent.aces@acsboe.org - Alternative School/ACES Program

TRANSPORTATION CHANGES

- If a student must temporarily change their mode of transportation home, the parent/guardian must email their school's designated email address before 1:00 PM for verification.
- Parents/Guardians can email the school with parent/guardian notes, etc.:
 - parent.mves@acsboe.org - Meadow View Elementary
 - parent.cves@acsboe.org - Creek View Elementary

- parent.tis@acsboe.org - Thompson Intermediate
- parent.tms@acsboe.org - Thompson Middle
- parent.ths@acsboe.org - Thompson High
- parent.aces@acsboe.org - Alternative School/ACES Program

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Each school will communicate plans for co-curricular and extracurricular activities.

AFTER-SCHOOL PROGRAMS

- The after-school care program will run according to the guidance of the school.
- If school buildings are closed, the after-school program will close.
- In addition, the program may close depending on the severity of COVID-19 spread.