Thompson Intermediate School

Roadmap and Plans for Reopening School

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School Personnel

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The Thompson Intermediate School (TIS) Roadmap has been created to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Alabama State Department of Education (ALSDE), the Alabama Department of Public Health (ADPH) and Alabaster City Schools (ACS). TIS has made every effort to ensure that we have considered and addressed all areas of safety for our students, faculty and staff. We are committed to ensuring that we reduce the level of risk in our school environment and create an environment that is most conducive for learning.

The Thompson Intermediate Roadmap encompasses three focus areas. In each of the focus areas, we have included strategies, checklists, and recommendations that will equip our teachers, staff, students and parents with the information needed to
implement processes for a successful school year. The three focus areas addressed are:

1. Wellness
2. Operations and Facilities
3. Instruction and Technology

WELLNESS

Face Coverings

Under the current CDC order governing transportation conveyances, all students and staff must wear masks on school buses, subject to health, safety, or disability-related exemptions. Inside the school building, the wearing of masks is highly recommended for all staff, students, and visitors as stated in the ADPH Toolkit. Parents/Guardians are asked to continually educate students on the importance of maintaining a physical distance of at least 3 feet, when possible, as well as encouraging the correct use of facial coverings/masks both in and out of the school setting. Under current guidance, wearing a mask/facial covering correctly is one factor that may significantly lessen the possibility of an individual having to miss school or work in the event of exposure to COVID-19.
**Student Needs**
- TIS will provide a supply list for students.
- It is recommended for TIS students to wear a mask. Parents/Guardians should provide their students with masks, if they want their student to wear one.
- TIS students should have their own personal water bottle, labeled with their name.

**Alabaster City Schools' Persons with COVID**
- All persons (employees, students) associated with TIS who are diagnosed with COVID-19 should immediately notify the school nurse, Laurie Brinkerhoff and administration by completing the ACS COVID-19 Self Reporting Form ([https://www.acsboe.org/COVIDSelfReport](https://www.acsboe.org/COVIDSelfReport)).
- Please check the Alabama Department of Public Health’s website for the isolation/quarantine timeframe for COVID-19 chart and follow their guidance. The chart and guidance can be found at [https://www.alabamapublichealth.gov/covid19/assets/cov-timeframes-isolation-quarantine.pdf](https://www.alabamapublichealth.gov/covid19/assets/cov-timeframes-isolation-quarantine.pdf)

**COVID in the Household**
- Before returning, TIS students or employees must meet the applicable ADPH guidelines for returning to work or school. Refer to the [ADPH Toolkit](https://www.alabamapublichealth.gov/covid19/assets/cov-timeframes-isolation-quarantine.pdf).

**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/TIS is notified of a positive test of COVID-19, we will, where we believe it to be both practicable and appropriate, provide notice.
- In light of the limitations inherent with providing notice, ACS/TIS 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.

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

- TIS parents/guardians should screen and monitor their children for any signs of illness including fever, onset of cough, etc. and keep their child home if they have any symptoms of illness.
- TIS parents/guardians should take a student’s temperature before leaving for school each day. Students with a temperature of 100.4 or above should not attend school, and are advised to consult their medical professional.

**Student and Staff Wellness**
- Alabaster City Schools is committed to educating the whole child. Alabaster City Schools has comprehensive student support systems including school social workers, school-based mental health, and community resources. If parents/guardians feel their student needs additional support, please contact the school counselors or email mental.health@acsboe.org.
- All TIS staff will be trained on Youth Mental Health First Aid prior to the start of the school year.
- TIS 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 student needs, including large and small group counseling, Peer Helper Programs, social work interns, and school-based mental health services. The 2018 SRSS-IE screener may be used to help target interventions as needed.
- ACS and TIS have 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.
- TIS staff have access to the Employee Assistance Program.

OPERATIONS AND FACILITIES
**SHARED WORKSPACES/OFFICES**

TIS Employees are expected to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. ACS and TIS will have hand sanitizer stations throughout the building and in common areas and employees are encouraged to wash their hands with soap and water multiple times each day. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

The TIS Custodial Team will clean all workspaces, classrooms, hallways and restrooms at their designated cleaning time unless extenuating circumstances arise that require more frequent cleaning. Secretary/Main Office Staff stations will have plexiglass partitions installed to assist with distancing from parents and/or visitors that may enter the building (by appointment only). Our TIS Custodial Team will utilize the Clorox 360 machines as needed in all areas, but will have scheduled times to use the machine in the nurses office, front office, and restrooms each day.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces. There will be limited access to certain workspaces such as the copy room and office area to reduce exposure to risks and ensure employee safety. Teachers should wipe the copy machines down after each use. The copy machine in the office will be used by OFFICE STAFF ONLY.*

**FACILITY CLEANING**

The safety of our employees and students and TIS is our first priority. Upon reopening, TIS will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the cleaning of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spreading the infection.
**Cleaning and Disinfecting**

- The TIS campus will undergo enhanced cleaning operations on a daily basis.
- All custodial staff have completed a course from Columbia Southern University called “Coronavirus Prevention and Control Strategies”.
- Frequently touched surfaces at TIS including light switches, doors, benches, bathrooms, and water fountains will undergo multiple cleanings throughout the day.
- Signage will be placed in multiple areas at TIS for reminders regarding frequent hand washing, cough and sneeze etiquette, and proper use of tissues.
- All TIS staff will be trained on universal precautions, cross contamination, and maintaining a healthy classroom.
- Small cups will be placed near water fountains, and TIS students may also fill and use personal water bottles.
- Drinking directly from water fountains will be prohibited.
- Hand soap or hand sanitizer, tissue, and wastebaskets will be in every room at TIS that houses students and staff.
- Hand soap or hand sanitizer will be made available on each hall at TIS.
- Hallways at TIS will have paths to ensure the proper flow and direction of students when moving through the school.
- TIS classrooms that have a confirmed COVID-19 diagnosis will be closed until the room can be cleaned and sanitized. This will be done by custodial staff with a T360 disinfectant machine. Students in that classroom will be moved to an alternate classroom location until this cleaning process is completed.
- All TIS restrooms will be stocked with soap and paper towels. No more than four students will be allowed in the restroom at a time.
- Air filters at TIS will be cleaned and changed regularly.

Please see the ACS Reopening Plan for a complete outline of the cleaning protocols that will be implemented.

**Water Fountains**
• Students are encouraged to bring their own personal water bottles to school with them each day.
• Small cup dispensers and cups will be placed near all water fountains for students to use if they do not have their own water bottle.
• Drinking directly from water fountains will be prohibited.
• TIS parents/guardians should label water bottles with their child’s name.

Transportation
• Due to the current CDC order regarding transportation, all students and staff must wear masks on school buses, subject to health, safety, or disability-related exemptions. Learn more here.
• TIS bus transportation may be discontinued due to community spread and/or staffing concerns.
• All TIS buses will be cleaned and sanitized before each route.
• TIS drivers will focus on cleaning handrails and high touch point areas before each route.
• Students should get on the bus with their own mask, but if they do not, a mask will be provided for them to wear. In the event a child becomes sick, the driver will inform TIS Assistant Principal Bart Ferguson who will the inform TIS nurse, Laurie Brinkerhoff.
• In the event of a positive/confirmed COVID-19 test, TIS buses will be disinfected with T360 machines.
• TIS parents will encourage their child to distance at bus stops to minimize congregation of children from different households.
• ACS will provide bus drivers with personal protective equipment (PPE).
• TIS bus drivers will assign seats. Students should be in the same seats every day.
• TIS bus drivers will open roof hatches or windows (when weather permits) to keep fresh air circulating. It is acceptable to utilize A/C on buses, but attempt to have fresh air circulating as well.

Large Gatherings
• TIS will provide specific guidelines as these events arise. Masks will be highly recommended for all indoor functions, and guests limits may apply for indoor or outdoor events.

**Signage**
• Signage will be placed in visible locations throughout TIS regarding frequent hand washing, cough and sneeze etiquette, and proper use of tissues.

**Classroom Organization**
• Student desks at TIS will be spaced to allow for proper distancing, to the greatest degree possible.
• Tables at TIS will have limited seating to accommodate distancing.
• Tables and desks at TIS will all be facing one direction to avoid face-to-face interaction.
• A seating chart will be required for all classrooms and for lunchroom tables.

**Parent Visitor/Guests**
• We understand the importance of partnering and collaborating with our parents and community stakeholders. However, visitor access will be only for the purpose of checking a student in or out in the main office. Visitors will need to call the school to schedule an appointment in order to conference with the principal and/or any school personnel. All scheduled visitors will enter the building at our secure main entrance, and it is highly recommended that all guests wear a mask.
• Parent conferences and meetings will be held virtually as feasible.

**Child Nutrition Program**

All Alabaster City Schools students will receive breakfast and lunch at no charge for the upcoming school year 2021-2022. Families still need to fill out the free and reduced online application for federal funding for our schools also for discounts on programs and eligibility for programs like P EBT to receive more help.
• TIS will decrease occupancy in our cafeterias by:
  ○ Spaced seating
○ Keeping cafeteria at a reduced capacity

● Under the guidance of ACS, TIS will continue standard operating procedures while taking additional preventative measures such as:
  ○ There will be no breakfast or lunch visitors
  ○ Washing hands before and after meal service for students and staff
  ○ Providing hand soap and/or hand sanitizer for students and staff when entering serving area
  ○ It will be highly recommended that TIS CNP staff wear masks/coverings and gloves at all times when in contact with students and school staff per health department regulations
  ○ Cleaning of our cafeteria and high-touch surfaces throughout the school day
  ○ Using disposable plates, utensils, etc.
  ○ Serving more items that are convenient such as grab and go boxes and reducing menu choices, when possible.

● TIS parents/guardians may not bring food to the school building (this includes fast food, cupcakes, cookies, etc.)

● TIS 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 to school with the student.

● Snacks and food items are limited to each child. No items may be brought from home for a class or group of students.

● TIS staff and students are strongly encouraged to make prepayments through MySchoolBucks (https://www.myschoolbucks.com) to limit contact; cash transactions are discouraged. If cash payments are made, change will not be given. The excess funds will be placed in the student’s account.

● If a TIS parent/guardian needs to apply for free or reduced lunch, please complete the online form. https://www.myschoolapps.com/

Transition Procedures (Movement)
- TIS will implement procedures for transitions in the building (hallways, class changes, arrival, dismissal, etc.).
- **Hallways** - TIS students will walk with one arms’ length distance in between them and the person in front and back of them. TIS teachers will ensure that all transitions are safe as it relates to distancing. To prevent congestion, classes will not be allowed to gather in the hallways.
- **Arrival to School** - As students arrive to school they will be assigned to go to one of 3 locations to ensure proper distancing occurs.
  1. **Breakfast** - Students going to breakfast will go to the lunchroom as they enter the building from buses or car rider. Each student will receive hand sanitizer and will then grab their breakfast items (grab and go style). The students will then proceed to the line where their name will be highlighted by our CNP staff that they have received breakfast. They will eat breakfast in the cafeteria, practicing social distance.
  2. **Gym** - Students who do not eat breakfast will go directly to the gym as they enter the building from buses or car riders. Each class will be assigned a location to sit in the gym and students will be properly distanced in their class line as they arrive.
  3. **Hallways** - Students who do not eat breakfast and whose class is not assigned to the gym, will go directly to sit in their classes assigned hallway space as they enter the building from buses or car riders. Each class assigned to the hallway will have a specified location to sit and each student will be properly distanced in their class line as they arrive.

**Dismissal** -
Students at TIS are dismissed in 3 ways: bus, car rider, or after school care/day care vans. We are varying our dismissal times this year to ensure that we have less students in the hallway at one time and proper distancing can be maintained. Students will be called to dismiss over the intercom for the 2021-22 school year, instead of us ringing bells for dismissal as we have in the past.
○ **Car Riders**- All car riders will be called to the lobby at 2:40. This year we are splitting up car riders into 2 locations in the lobby. Car Riders will be split with 4th grade in one location and 5th in the other so that proper distancing can be maintained.

○ **Daycare Vans**- Daycare van students will be called at 2:43. These students will walk down the hallway (arm's length apart) to the bus area in the back of the school.

○ **Buses**- All buses will be called this year by Bus # instead of us ringing bells as normal. We are making this change to ensure proper distancing can be maintained as students are dismissed to their bus each day. Beginning at 2:45, we will call 1st bell buses 2-3 at a time every few minutes. At 2:50, we will call 2nd bell buses 2-3 at time every few minutes. At 2:55, we will call 3rd bell buses 2-3 at a time. At 3:00, we will call 4th bell buses 2-3 at a time. Buses will be called based on their arrival and departure schedule which is predetermined by Bart Ferguson, TIS AP and Jeff Nichols, Transportation Supervisor.

○ **After School Care**- After School Care will be dismissed at 3:05.

**Excuses for Absences**

- In order to maximize learning and student success, TIS students are expected to be at school.
- TIS students who are ill should not attend school.
- Parents/guardians should email or fax written excuses for absences.
- TIS Parents/Guardians can email the school with parent/guardian notes for absences at the email addresses below:
  - parent.tis@acsboe.org - Thompson Intermediate School
  - jean.rose@acsboe.org - Registrar
**Check-Ins**

- We recommend that parents/guardians or their designee wear a mask when coming into the building to check a student in or out. A student will not be released to meet anyone outside, and they will not be released to anyone not on their contact list or without a photo I.D.
- TIS parents/guardians should accompany students to the buzzer/camera system at the entrance to check-in their student. TIS staff will open the door for the students to enter. TIS parents/guardians should not leave until the student is inside the building. TIS parents/guardians should send a note in with their student or email the school registrar with check-in reason to obtain an excused check-in.
- TIS parents/guardians can email the school with parent/guardian notes for check-in at the email addresses below:
  - parent.tis@acsboe.org - Thompson Intermediate School
  - jean.rose@acsboe.org - Registrar

**Checkouts:**

- TIS parents/guardians should use the buzzer/camera system to check out their 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.
- TIS parents/guardians can email the school with parent/guardian notes for check out at the email address below:
  - parent.tis@acsboe.org - Thompson Intermediate School
  - jean.rose@acsboe.org - Registrar

**Transportation Changes**

- If a student must temporarily change their mode of transportation home, TIS parents/guardians must send a note with their child to school or email the schools designated email address and their child's teacher before 1pm for verification.
• TIS parents/guardians can email the school with parent notes for change of transportation at the email addresses below:
  - parent.tis@acsboe.org - Thompson Intermediate School

**Instructional Field Trips**

• Additional information will be forthcoming.

**After School Programs**

• The TIS after school care program will run through Community Education using the same guidance and procedures we are using at TIS during the normal school day. If school buildings are closed, the afterschool program will close. In addition, the program may close depending on the severity of COVID-19 spread.

**Open House**

• Open house/Warrior Day will be held virtually at TIS again this year. TIS teachers will post a short video on their teacher web page by Friday, August 13th. The video will remain up for the month of August. The video will include all information traditionally given at meet the teacher and include a view of the classroom.

**First Day of School**

• School begins August 19.
• TIS parents/guardians and guests may not enter the building on the first days of school.
• Significant instructional time during the first few days/weeks of school will be devoted to pre-assessments, screeners, diagnostics, and tests to assess students' skills and knowledge.

**INSTRUCTION AND TECHNOLOGY**
**Instructional Delivery**

TIS parents/guardians will participate in Traditional Learning for the 2021/2022 school year. If needed, students will participate in Remote Learning in the event of isolation/quarantine, long-term absences, or school closure.

**Traditional Learning**

- TIS students will attend school daily and receive face-to-face instruction from their teacher(s). Per health guidelines, instruction and daily procedures may look different from previous school years. Changes will include, but are not limited to the following:
  - Students will be assigned to a specific desk and a seating chart will be used in all classrooms.
  - 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.
  - Minimize or eliminate shared items.
  - Minimize traveling to labs, the library, or other classrooms.
  - Guest speakers and field trips will be virtual as both events will be restricted.
- TIS teachers will incorporate digital and virtual tools into each lesson or unit to ensure students are familiar with these tools in case the district must move to remote learning.

**Remote Learning** (in the event of isolation/quarantine, long-term absences, or school closure)

- TIS will work with students and parents/guardians to prepare for remote learning.
- All TIS students will participate in digital/virtual lessons throughout each unit while in the traditional classroom.
- Health guidelines may require traditional learning students to transition to remote learning for a temporary period of time.
- Remote learning for traditional students may include:
Extended closure - full remote learning for all students and staff.

○ Isolation/quarantine absences - full remote learning for impacted students.

- TIS students and staff will maintain regular school hours.
- Teachers will continue standards-based, quality instruction for their students through Google Classroom 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 Powerschool.
- Weekly agendas, daily lessons, assignments, and reminders will be posted on Google Classroom/Schoology by 8:00 AM each Monday.

Special Needs Students (504 and IDEA)

- Revision of TIS student IEPs or 504s will be considered after assessment data and parent/guardian feedback is considered at the beginning of the school year.

- Accommodations and services will be determined accordingly based on information obtained from general education teachers as well as special education teachers to reflect the students' evolving needs.

- TIS students with special health considerations should be in communication with their local school's educational support committee to support their students' learning assignments and determine what modifications or accommodations are needed for participation in their school program. Health plans, IEPs and/or 504s can be updated to decrease their risk for exposure to COVID-19, if recommended by their physician.

- ACS and TIS will ensure general education and special education teachers collaborate to share students' results from screeners and diagnostic testing to determine IEP revisions and accommodations needed to be successful in all school platforms.

- ACS and TIS 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 that can provide input on the student to determine any deficit skills that need to be addressed. If a TIS parent/guardian is unable to meet virtually due to technology access or prefers an in person meeting, the team will arrange a meeting with the parents/guardians to attend at the school their child attend.

● For TIS students who have been identified as needing reading interventions in addition to their general education ELA curriculum due to a specific learning disability in reading or reading deficits determined by school assessments, parents/guardians will be notified within 15 days after the date the student is identified as stated in the Alabama Literacy Act. An intervention and/or accommodation plan will be determined to address their needs within the general education curriculum.

**English Learners**

● TIS I-ELP plans will be written according to ACCESS for ELLs 2.0 scores. TIS ESL teachers will adhere to federal and state guidelines for screening and completion of I-ELP plans.

● TIS 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.

● TIS Beginning of the Year parent/guardian meetings will be offered virtually. TIS ESL teachers will coordinate with local administration for guidance and implement these meetings within distancing guidelines.

● TIS ESL teachers (with the assistance of bilingual paraprofessionals as necessary) will work with multilingual parents/guardians who choose the ACS Champions Virtual Academy option when the need arises.
Floor, Wall, SMART or Sharp Interactive Panel Activity

● AT TIS, “Circle Time” or group time on the carpet/rug will be held with distancing guidelines in mind, and only if possible to do while maintaining safety.

● Carpets/Rugs may remain for students who need an opportunity to get out of their desk for an activity but must continue to distance themselves as much as possible.

● Carpets/Rugs will be sprayed with disinfectant and cleaned on a regular basis.

● TIS students will only use the interactive panel in the classrooms if cleaning can be performed after each students’ use. If this cannot be done, panels will be used by teachers for instructional purposes only.

Small Groups and Pull-Outs or Push-Ins

● TIS students may participate in small group instruction, maintaining distancing. Pull-out instruction for interventions may be acceptable though minimized. All teachers/staff will wear a mask and/or face shield when working with students one-on-one or in a small group where proper distancing guidelines cannot be maintained.

● TIS students may be pulled out for small group instruction, but distancing guidelines will be followed.

● TIS students may be served within their homeroom based on identified needs and ability to provide appropriate instruction needed within this classroom environment.
The presented plan is intended to maximize our students' opportunities for academic success, while adhering to recommendations by the Alabama Department of Health. We will take every measure we can to keep them safe at school, but we need you to do the same while they are away from school. No one plan is perfect, but we strive to do what is in the best interest of our students, and we need your support in making that happen. As a unified support system for our students, we will make the 2021-2022 school year a great one!

We are always better together!

TIS Administration