

Working Document

Updated September 22, 2020

MADISON COUNTY SCHOOLS BACK TO SCHOOL REENTRY GUIDELINES

Madison County Schools strives to promote a safe and caring learning environment. As we plan for the 2020-2021 school year, we seek to fulfill our District's mission during unprecedented circumstances. Our plan will likely evolve to reflect the latest expert guidance from national, state, and local authorities.



MADISON COUNTY
SCHOOLS

MARK OF EXCELLENCE

#MovingTheMark



TABLE OF CONTENTS

BACK TO SCHOOL

Reentry Guidelines

Introduction.....	3
Learning Models	
Traditional, Hybrid, and Distance Learning.....	4
Virtual Learning.....	5
Preventing the Spread of Illness.....	7
Cleaning Processes and Personal Protective Equipment (PPE).....	8
School Day Processes and Procedures.....	9
Instruction: Supporting Teaching and Learning.....	11
Transportation.....	12
Food Services.....	13
COVID-19 Cases:	
When Someone Becomes Sick at School.....	14
Concentration of Cases.....	14
Communication.....	15
Decision Tree for Students.....	16



**MADISON COUNTY
SCHOOLS**

MARK OF EXCELLENCE

COVID-19 RESPONSE

Madison County Schools will begin the 2020-2021 school year with a delayed start on September 3. To make a return to school possible as we adjust to new health and safety guidelines, the schedule will be modified on September 3-11. At this time, the plan is for students choosing to return to campus to alternate in-class instruction with distance learning on September 3-4 and 8-11, with a full return for all on-campus students on September 14. While our plan includes offering face-to-face, on campus teaching and learning for most students, we will also offer an opt-in virtual learning option for any student who is not ready to return to campus during the COVID-19 pandemic. Students enrolled in the virtual learning option for the first semester will begin school on September 3. For more information about this virtual learning option, please visit the Back to School Information and Guidelines section of our website where more details of the virtual learning program are posted.

Depending on the impact of COVID-19, the District will prepare for the possibility of a hybrid model of instruction (combining some aspects of the traditional in-school model with distance learning) and, in the most severe instance, total distance learning.

In light of the different grade levels, school population sizes, and campus layouts of the 23 schools in our District, a detailed plan of action for reentry will be developed by each school based on the guidelines in this document.



LEARNING MODELS

Traditional Instruction

The District is working hard to incorporate many safeguards to help keep our students and staff as safe as possible while implementing a traditional instructional model. This document is based on the latest guidance from the CDC, the Mississippi Department of Health, the Mississippi Department of Education, and other authorities. A summary of these safeguards is available below, following an explanation of the hybrid and distance instructional models which may be implemented should the impact of COVID-19 necessitate these alternate models at any point in the school year.

Hybrid Instruction

If the impact of COVID-19 makes the traditional instructional model impracticable, the District will be prepared to move into a hybrid model. Students will be divided into two groups with an alternating A/B Schedule, alternating face-to-face and virtual instruction during the week.

Distance Learning

If the impact of COVID-19 makes the hybrid instructional model impracticable, the District will be prepared to move into a completely distance learning model.

- Implement a robust distance teaching and learning plan:
 - Develop distance learning curriculum ahead of time to easily pivot
 - Train teachers on instruction in a virtual environment for seamless transition to distance learning
 - Develop and deploy virtual trainings for parents/families (video vignettes)
 - Provide access to virtual lessons for students and parents
 - Establish teaching schedule/office hours and communicate the plan to parents
- Distribute printed instructional packets/materials and District/school communications along with meals; designate and communicate collection/drop off points

Please note that distance learning is different than the MCS Virtual Learning program. Students enrolled in virtual learning will participate in the plan for the entire semester. Should the need arise for on-campus learning to move to distance learning, on-campus students will participate in a distance learning curriculum separate from the virtual learning program. Although teachers in on-campus school and virtual school will cover the same state standards and pacing throughout the year, the exact timing of the lessons may vary. To allow all students to stay on track within their curriculum, on-campus students will remain in a cohort with their on-campus teacher and classmates in a distance learning situation. Virtual learning students will remain with their virtual class and teacher throughout the entire semester, regardless of any changes to the on-campus learning program.

LEARNING MODELS

Virtual Learning

Madison County Schools is offering a virtual learning option for students who cannot return to school buildings due to health issues or other concerns during the COVID-19 pandemic. The form to enroll in this opt-in distance learning option is available below through Friday, August 14th, at noon. Please thoroughly read the Virtual Learning Guidelines and Virtual Learning Academic Honesty Policy before submitting the Virtual Learning Enrollment Form. Students enrolled in the virtual learning option will be committed to virtual learning for the entire semester.

- Requisites for virtual learning:
 - A capable and accessible adult willing to monitor/support virtual learning
 - Agreement to abide by the Academic Honesty Policy concerning completion of assignments and assessments in the virtual environment
- All extracurricular activities including, but not limited to clubs, field trips, sports, cheer, dance, band, choir and Career & Technical Education will NOT be available for students enrolled in virtual learning. However, seniors enrolled in virtual learning who complete all graduation requirements will be able to participate in their typical school site's commencement ceremony.
- The curriculum for virtual learning for Grades K-8 will consist mainly of core classes in ELA, math, science and social studies. The curriculum for virtual learning for Grades 9-12 will be based on course availability and student enrollment.
- Individual Education Plans and Language Services Plans will be maintained to the maximum extent possible for student enrolled in virtual learning.
- Students enrolled in virtual learning must be committed to online learning. While virtual learning is an option for students in unique situations, virtual learning cannot replicate the traditional classroom setting.
- Students enrolled in virtual learning will follow the district academic calendar and will be allowed only to take courses for which they are enrolled at the beginning of the school year.
- Students participating in virtual learning will be considered enrolled at his/her home school and assigned to Madison County Schools' instructional staff. Best practices for virtual learning will be employed to include rigorous instruction, high expectations of student performance, and meeting grade-level standards.
(continued next page)

LEARNING MODELS

Virtual Learning (continued)

- The grading system, as well as promotion/retention policy utilized for on-campus students, will also be applicable to virtual students.
- Teachers may be available to assist students enrolled in virtual learning in working through weekly independent assignments.
- Students enrolled in virtual learning and their at-home supervising adult will also need to become familiar with Microsoft Teams and Learning Management Systems such as Canvas.
- The content and pace will reflect traditional school curriculum expectations. Instruction may not include real-time interaction with teachers and/or other students. Virtual learning classes will not be a livestream of the traditional classroom. However, in some circumstances, a student may join in live online instruction.
- Students enrolled in virtual learning will be considered “in attendance” if they complete work on a weekly basis to stay on track with the traditional course schedule while adhering to Mississippi Department of Education guidelines.
- Students enrolled in virtual learning may be required to be in person for school and state testing or other activities designated by the school or district leadership.
- The only opportunities to request a transfer from virtual learning to on-campus learning will be at the beginning of each semester.
- Once you submit the online Virtual Learning Enrollment Form for your student, your student cannot switch to on-campus learning until the beginning of the spring or fall semester, whichever is applicable.

QUESTIONS ABOUT VIRTUAL LEARNING?

Please visit our website for Virtual Learning FAQs, and feel free to email virtualllearning@madison-schools.com for answers to specific questions or concerns.

PREVENTING THE SPREAD OF ILLNESS

Overview

- Parents/guardians should perform an assessment of their child(ren)'s health before leaving home. If your child feels unwell, or has any of the following symptoms, please do not allow him or her to come to school and contact your healthcare provider. People with these symptoms may have COVID-19: fever or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.
- Students, faculty, and staff will wear cloth face coverings at all times practicable while on school campuses. Face shields may be worn in addition to, not in place of, cloth face coverings. Face coverings should adhere to dress code standards established in the student handbook.
- Students, faculty, and staff should socially distance, i.e., remain six feet apart, to the extent practicable. Seating and desks should face the same direction and be distanced apart to the extent practicable.
- Students, faculty, and staff should stay home when they are sick, when they have a temperature of more than 100°F (38°C), or when they do not pass the daily at-home screening examination. In an effort to encourage sick individuals to stay home, attendance policies and related exemptions have been modified and will be available for reference in the 2020-2021 student handbook.
- Students and staff who live with anyone diagnosed with COVID-19 should stay home from school until the risk of transmission has passed.
- Persons with COVID-19 should isolate for 10 days and also be free of fever for three consecutive days before returning to school.
- Everyone should practice good hygiene measures such as handwashing often with soap and warm water for 20 seconds and covering coughs and sneezes.
- Faculty and staff temperatures will be taken daily. Students' temperatures may also be taken, but due to numbers and logistics we will not temperature check every child every day. Faculty and staff will assist in monitoring students for symptoms and will refer anyone with symptoms to the school nurse/school designee for evaluation.
- Parents are encouraged to bring their students to and from school in their own automobiles.
- Hand sanitizer will be on all buses, in hallways, classrooms, bathrooms, and at school entrances and exits. Hand soap and paper towels will be in all bathrooms.
- Stations will be set up to quarantine students with symptoms.

CLEANING PROCESSES & PPE

1

PROCESS FOR FULFILLMENT AND RESUPPLY OF PPE FOR SCHOOLS

- Prior to the start of school, the District is providing each school with cleaning supplies and Personal Protective Equipment (PPE).
- Each school will have:
 - 60% alcohol or higher hand sanitizer for each classroom and office space
 - Disinfectant spray for each classroom and office space for disinfecting surfaces
 - Disinfectant wipes for each classroom and office space for disinfecting surfaces
 - Back up face masks for faculty, staff, and students (including child sized masks for K-5)
 - Face shields for teachers
 - Hand sanitizer stands at the main entrance of each school.
- Schools will be provided with additional PPE and cleaning supplies as needed through requisition from the District warehouse

2

REGULAR CLEANING OF SCHOOL BUILDINGS

- High-touch areas of classrooms will be sanitized by faculty and staff between classes or as often as practicable. Halls and bathrooms will be sanitized throughout the day by custodial staff.
- Employees will be advised in cleaning and safety protocols at each school site.
- A regular cleaning schedule will be established for daytime and afterhours sanitation of school buildings by school custodians, janitorial services, and/or contracted professional cleaning services. Each school will be sanitized after each school day.
- School will be deep-cleaned consistent with District directives.

SCHOOL DAY

PROCESSES & PROCEDURES

1

ENTERING AND LEAVING SCHOOL BUILDINGS

Each campus will implement standard operating procedures while taking preventative measures to include, but not limited to:

- Provide hand sanitizer for students, faculty, and staff
- Eliminate unnecessary congregations of students, faculty and staff
- Implement social distancing
- Designate entrance and exit flow paths
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID-19 and its symptoms, preventative measures (including staying home when sick), good hygiene, and school/District specific protocols
- Establish a protocol for students, faculty and staff who feel ill or experience symptoms when they come to school
- Isolate and send home individuals who are ill, experience symptoms, or have a temperature of over 100°F (38°C)
- Adhere to District protocols regarding school visitors (see Visitors section above)
- Establish a protocol for student pick/drop off: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup
- Isolate and send home if student or staff temperature is over 100°F (38°C).

2

VISITORS

- Visitors to campus should go directly to the school office area
- No classroom and lunchtime visits allowed until further notice
- Necessary visitors (vendors) will be required to have temperature checks upon arrival to the building and will wear a face covering while on campus.

SCHOOL DAY PROCESSES & PROCEDURES

3

TRANSITIONING FROM CLASS TO CLASS

Each school will implement standard operating procedures while taking preventative measures to include, but not limited to:

- Require all students, faculty and staff to wear cloth face coverings at all times practicable.
- Provide additional time for transitions and class changes.
- Implement staggered class changes, e.g., by hall, odd/even room numbers, grade or subject to decrease numbers in halls at one time.
- Limit mixing of students to extent possible.
- Keep students static and move faculty to limit interactions to extent practicable.
- Conduct cleaning of hallways and high-touch surfaces throughout the school day (see Regular Cleaning of School Buildings above)
- Designate areas of the hallway (i.e. lanes) to keep students separated to the extent practicable.

4

GROUPS AND LARGE GATHERINGS

- Eliminate congregation of students in parking lots and common areas
- Stagger schedule for group gatherings such as recess and meals
- Use multiple large spaces such as gyms, auditorium, outside spaces as weather permits for social distancing during mealtimes and other gatherings
- Follow MHSAA guidelines for events and practices

5

GUIDELINES FOR ARTS AND ATHLETICS

(recess, physical education, and extracurricular activities)

Each school has developed protocols to maintain health and safety during arts, chorus, band, and athletics and activities, utilizing the guidelines included throughout this document.

INSTRUCTION

SUPPORTING TEACHING & LEARNING

- Implement standard operating procedures while taking preventative measures to include, but not limited to:
 - Use the master schedule to balance class numbers as much as possible and remove unused desks and furniture in classrooms to maximize social distancing.
 - Clean classrooms and high-touch surfaces often and provide hand sanitizer, tissues, etc., for proper hygiene.
 - Limit physical interaction by curtailing partner or group work.
 - Establish distance between the teacher's desk/board and students' desks.
 - Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing
- Social and Emotional Support
 - Provide teacher training to help recognize signs of anxiety, concerns with coming back to school
 - Provide training for counselors on appropriate interventions and supports.
 - Develop strategies at each campus to help students transition back to face-to-face instruction.
- Establish an academic baseline
 - Administer formative assessments toward the start of the school year.
 - Conduct meetings with teachers to identify where students are academically behind.
- Discuss the shared experience
 - Help children and teachers cope with changes.
 - Plan best ways to talk to children about COVID-19.
- Target interventions and supports
 - Provide additional instructional supports to:
 - students at-risk of not graduating on time
 - students with disabilities (compensatory services)
 - students who struggled in the prior distance/remote learning environment (i.e. early grades, English Learners, etc.)
 - other students identified by teachers and parents as being behind academically.
 - Identify essential concepts/skills/grade levels and provide access to enrichment.
- Address learning loss
 - Help students catch up/get ahead.
 - Provide extended learning opportunities.
- Provide opt-in for virtual learning for students who cannot return to the building due to health issues or other concerns. Please refer to Virtual Learning Guidelines posted on the Madison County Schools website for more information and to enroll.
- Prepare for potential future distance/remote learning by increasing current blended learning:
 - Develop a digital learning plan
 - Integrate distance learning practices
 - Provide distance learning-specific professional development for educators

TRANSPORTATION

BUS SERVICE

Transportation service provider Durham School Services works closely with the District and schools to follow safety protocols of the District, local and state government, and the Mississippi Department of Health and CDC. Parents are a key partner in helping make school transportation safe and effective this year. Due to a shortage of bus drivers, routes may be combined so that all students needing transportation can receive service. This situation may result in longer ride times. Parents should be aware that while Durham strives to have the same students on each bus each day to reduce the potential for close contact, the driver shortage and need to combine routes may make doing so impossible.

- All students and drivers are required to wear cloth face coverings.
 - Face coverings are required at bus stops and throughout the route.
 - Drivers will provide a District-supplied disposable face covering to any student who has lost or forgotten to wear a face covering.
 - Drivers will report any violations of face covering policy to school administrators.
- Social distancing is employed to the extent possible on each bus but cannot be guaranteed.
- Parents and guardians are encouraged to bring students to school in order to reduce the number of bus riders and better enable social distancing among children who do use the buses. Those using the bus are encouraged to have a consistent transportation plan, with students leaving from and coming to the same address each day. Consistency enables the group of riders on a bus to be the same each day, decreasing the number of students who may come into close contact with one another.
- As feasible, morning routes will load students into assigned seats from the back of the bus to the front. Afternoon routes will seat students in bus stop order with first stop at the front and riders who stop last seated at the back of the bus.
- As feasible, students will be assigned to the same bus in the morning and the afternoon to support the seat assignment system and limit close contact. Due to a shortage of available bus drivers, some routes may be combined and assigned seating cannot be guaranteed.
- Hand sanitizer is provided for students and bus drivers.
- Drivers are screened daily for symptoms of illness.
- Field trips are suspended until further notice.
- Buses are sanitized following both the morning and afternoon routes, and buses are aired out between uses as practicable.

FOOD SERVICES

CHILD NUTRITION

- Provide for student hand washing/hand sanitizing before and after meal service.
- Mark spaced lines to enter the cafeteria and serving lines to the extent practicable and designate entrances and exit flow paths.
- Conduct cleaning of cafeterias and high-touch surfaces throughout the school day.
- Schools will employ alternative serving models for meals:
 - Serving meals in classrooms
 - Serving meals in cafeterias with:
 - Spaced serving lines (marked on floors)
 - Spaced seating (utilize outdoor space as practicable and appropriate)
 - Longer meal periods for more staggered meal delivery
 - Serve meals in multiple socially distanced locations, such as outdoors, in gyms, and in cafeteria to disperse crowds.
 - Follow the District's specific protocols for communication in the event of confirmed cases of cafeteria staff.
- Virtual Learners may request curbside pick-up meals through the District website.

COVID-19 CORONA VIRUS

WHEN SOMEONE BECOMES SICK AT SCHOOL

- Each school will have a designated separate sick/isolation room for suspected COVID-19 cases, keeping those students, faculty, and staff away from other types of illness or injury cases that may be seeking treatment or care.
- School nurses and other designee will use standard precautions and transmission-based precautions when caring for sick people.
- Sick staff members and students should not to return until they have met criteria to discontinue home quarantine (see decision tree, page 16).
- Persons with COVID-19 should quarantine for 10 days and also be free of fever for 24 hours before returning to school.
- Schools will report daily to District officials the students, faculty, and staff who have been diagnosed with COVID-19 and those who are quarantined. Central Office will report such information to the State Department of Health.
- In the event that a student or staff member is diagnosed with COVID-19, the parents/guardians of students who have been in close contact with that individual or who have class with that individual will be notified.
- Students and staff who have close contact with anyone diagnosed with COVID-19 should follow the decision tree on page 16 of this document.
- The District will follow the guidelines of the MS Department of Health concerning when it is appropriate for students who may have been exposed to enter self-quarantine and follow the decision tree on page 16 of this document.

WHEN A CONCENTRATION OF CASES OCCURS

The District will follow recommendations of the Mississippi Department of Health in determining when classes and schools should quarantine based on outbreaks within schools.

- If three or more people within a class or activity group are diagnosed with COVID-19, which is considered a concentration of cases, that class or activity group will quarantine at home for a period of 14 days. During quarantine, distance learning will be implemented for those students.
- If three or more concentrations of cases occur on a school campus, the campus will consider closing for a period of 14 calendar days. If a school closes, distance learning will be implemented for students at that school.

COVID-19 CORONA VIRUS

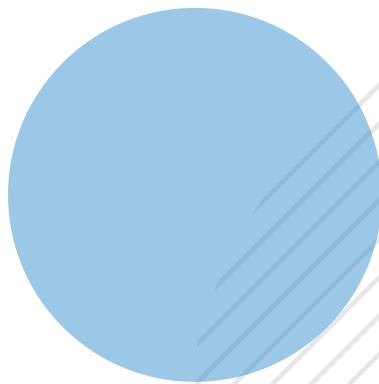
COMMUNICATION WITH FAMILIES

In the event that a student or staff member is diagnosed with COVID-19, the parents/guardians of students who have been in close contact with that individual will be notified by a school administrator and provided instructions concerning when to return to school. Parents/guardians will also be notified if a person in their child's class, but not necessarily a close contact, is diagnosed with COVID-19 and provided with instructions to monitor for symptoms.

In the event that a concentration of cases necessitates a class or group of students to stay home from school and quarantine, those families will be notified by a school administrator. Instructions concerning quarantine procedures and when to return to school will be provided. See the decision tree on p.16 of this document for more information.

Please update all contact information, including phone number and e-mail, with your child's school so that important school and COVID-19 related communications can reach you. Also, be sure to download the MCS app to your smartphone and sign up for Remind notifications for the latest news and information from the District and your child's school.

In the event that the spread of COVID-19 necessitates the closure of a school building or the District, information concerning such closure will be communicated via multiple available channels which may include: e-mail, phone call, Remind messaging, District smartphone application push, website announcement, parent/student portal news push, and press releases to traditional media outlets.



COVID-19 CORONA VIRUS

DECISION TREE FOR STUDENTS

References include the Mississippi State Department of Health (MSDH), the Centers for Disease Control and Prevention (CDC), and the Madison County School District.

Absences for Covid-19 issues will not be counted against the student's attendance record.

Parents will be notified by school personnel if a student or staff member in their child's class, group, or team has been diagnosed with Covid-19.

Definitions

Close contact: Exposure that is less than six feet for more than 15 minutes, cumulative in a day.

Quarantine: Staying away from all people as much as possible.

Concentration of cases: Three or more cases within any group, class, or team. In the event of a concentration of cases, all group members should quarantine for 14 days.

1

Parent notifies school that student has tested positive for COVID-19

Return to school after:

- Quarantine at home for 10 calendar days from date of onset of symptoms, **and**
- Fever free for 24 hours without fever-reducing medication, **and**
- Decrease in symptoms

2

At Home Procedure: Parent notifies the school that student has COVID-19 symptoms

Student should be tested for Covid 19.

Negative Test Result

Return to school after:

- Quarantine at home until fever free for 24 hours without fever reducing medication, **and**
- Decrease in symptoms

Positive Test Result

Return to school after:

- Quarantine for 10 calendar days from onset of symptoms, **and**
- Fever free for 24 hours without fever-reducing medication, **and**
- Decrease in symptoms

COVID-19 CORONA VIRUS

DECISION TREE FOR STUDENTS *Continued*

3

At School Procedure: Student notifies school staff that he/she has COVID-19 symptoms.

Student notifies staff member and is taken to the sick room on campus for temperature check. Parents will be notified and contacted to pick up student. Student should be tested for COVID-19.

Negative Test Result

Return to school after:

- Quarantine at home until fever free for 24 hours without fever-reducing medication, **and**
- Decrease in symptoms

Positive Test Result

Return to school after:

- Quarantine at home for 10 days from date of onset of symptoms, **and**
- Fever free for 24 hours without fever-reducing medication, **and**
- Decrease in symptoms

4

Student/parent reports that student has had close contact with a COVID-19 patient, or student is identified as a close contact of a confirmed positive COVID-19 case at school.

Student must quarantine at home for 14 days. Testing for COVID-19 is recommended. Student may return to school after the 14 days provided the student experienced no symptoms of illness during quarantine.

5

Concentration of cases

If a class, group, or team of students has three or more cases of COVID-19, the entire class, group, or team must quarantine at home for 14 days.

