

Girard Intermediate School

an International Baccalaureate School *in candidacy*

Dothan City Schools 2020-2021

ROADMAP TO REOPENING

COVID-19 Reopening Plan

Email School Specific Questions to

girard.covid19.qanda@gmail.com

Stay Safe, Stay Connected, and Stay Inspired!



In this document, you will find hyperlinks to numerous Covid-19 related resources.

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Girard Intermediate School

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QUICK GLANCE

- Office staff, administrators, and aides will screen all employees as they enter the building.
- Access will be limited to visitors via a waiting area in the foyer and no more than five people will be permitted in this area at one time.
- Food services will be structured to maintain social distancing when it is necessary to use the lunchroom (i.e., substitute teacher's classroom, extenuating events, situations, circumstances). All meals will be delivered and served in the classrooms.
- Cleaning will be conducted daily by all employees for frequently used surfaces such as countertops, desks, doorknobs, handrails, light switches, etc.
- The school nurse will be used in her general capacity as caregiver, health monitor, and student/teacher/staff health evaluator. She will serve as a guide to monitor, assess, and inform administration regarding the school's status in relation to the number of students who have tested positive for COVID-19; number of students/teachers/staff sent home with fever or other symptoms; and provide daily updates on the potential need for isolation of specific groups.
- The media specialist will be used to support students, parents/guardians/families, teachers, and staff as needed regarding software and hardware assistance for virtual, remote, and/or blended learning.
- The Parental Involvement Specialist will support parents/guardians and students with attendance, basic needs (i.e., food, clothing, shelter), and to locate additional outside sources.
- Registration will be conducted the first days of school via registration at tables set-up on the sidewalk located near the entrance of the school. A table for each grade-level will be set-up for the registration process.
- Registration forms, bus forms, and other important documents will be available.
- A virtual "Open House" will be conducted to introduce faculty and staff.

Additional details for each of these bulleted points are located throughout this document.

INTRODUCTION

Girard Intermediate School (GIS) has created this plan to aid in navigating the school reopening where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [World Health Organization \(WHO\)](#), [Alabama Governor's Office](#), [Alabama State Department of Education \(ALSDE\)](#) and [Dothan City Schools \(DCS\)](#). This plan may be modified to fit the requirements established by the local health department and the Alabama Department of Public Health.

GUIDING PRINCIPLES

- Girard Intermediate School will be utilizing the following five principles for all planning, decision-making, and execution of plans to return to school for the 2020-2021 school year.
- Girard Intermediate School will be transparent. We will share what we know and what we do not know. We will focus on what we can control and work diligently to prevent situations out of our control.
- Girard Intermediate School will be equitable. Decisions are based on what is best for all students, families and our staff and faculty.
- Girard Intermediate School will listen intently to students, families, and our staff and faculty. We will work with stakeholders and experts to understand realities on the ground and to provide creative solutions.
- Girard Intermediate School will put safety first. We will follow district, science, data, and public health leadership to inform the decisions we make.
- Girard Intermediate School will be decisive. Given the size and scope of the challenge, GIS will move deliberately and make tough choices.

WELLNESS

VISITORS AND BUILDING ACCESS

Visitor access to the building protocols are being implemented in a strategic manner based on the level of infection threat as identified by the Alabama Department of Public Health and Dothan City Schools. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, the school district is requiring GIS to conduct a simple screening questionnaire and a temperature check once school reopens. Participation is important to implement precautionary measures to protect everyone in the building.

TRANSPORTATION

Buses will be posting clearly visible signage to communicate the symptoms students should not have while traveling on a school bus. Bus drivers and aides will be required to wear a mask. Buses will be sanitized before and after each route.

SCHOOL

Staff and faculty will have a temperature check each morning and will be asked to answer questions regarding COVID-19 symptoms. Staff are to check with families that students are COVID-19 symptom free. All screening information will be confidential.

EMPLOYEE TRAINING

It is imperative that all employees understand the safety requirements, protocols, and expectations to ensure everyone is safe and to prevent the spread of the virus.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, GIS will require employees to complete a self-screening form daily upon entrance to the building. This form will include a temperature reading and answering a set of questions related to COVID-19 symptoms.

Cough

Shortness of breath or difficulty breathing

Chills

Muscle pain

Headache

Sore throat

Loss of taste or smell

Diarrhea

Feeling feverish or a measured temperature of 100.4 degrees Fahrenheit

Know close contact with a person who is lab-confirmed to have COVID-19

ALL SCREENING WILL BE KEPT CONFIDENTIAL

GUIDANCE IF EXPOSED

If you, or someone you have been in contact with, has been exposed to the virus, contact your healthcare provider. Should additional measures be required, you will be contacted by the [Department of Public Health](#) to begin the contact tracing protocol.

EMPLOYEES -PLEASE DO THE FOLLOWING

- Quarantine yourself in a specific room away from others in your home.
- Contact the following (in order of priority), let them know you have been exposed to COVID-19, and then follow their instructions:

Your healthcare provider

Dothan City Schools - [HR Department](#)

School nurse— cecotton@dothan.k12.al.us

Beth Bouchard, Principal—bebouchard@dothan.k12.al.us

Dr. LaVonda Senn, Assistant Principal— lasenn@dothan.k12.al.us

PARENTS/GUARDIAN DIRECTIONS

- Quarantine your child in a specific room away from others in your home
- Contact the following (in order of priority), let them know your child has been exposed to COVID-19, then follow their instructions:

Your healthcare provider

School Nurse—Celona Cotton—cecotton@dothan.k12.al.us

Your Child's Teacher

SUSPECTED COVID-19

If an employee or student becomes ill on-campus/district, s/he will immediately report to the school nurse's office, the school nurse will provide the individual with further directions for health and safety.

The school nurse must complete the Suspected COVID-19 Case Form, call the local health authority, and seek advice regarding transportation and location.

The school nurse and others assisting her in care of the suspected infected person should also wear a protective mask and gloves.

The school nurse will direct the ill employee to leave work or call the parent of the student to be picked-up from school and **go home within one hour**.

Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the [Dothan City School's HR Department](#).

The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee, student, or other guest in the building.

HEALTH PROTOCOLS FOR STUDENTS AND EMPLOYEES

If an employee or student has been diagnosed with COVID-19, the individual may return to work or school when **ALL 4** criteria have been met:

- At least three days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
- Improvement in respiratory symptoms (cough, shortness of breath, overall difficulty breathing, etc.); and
- At least 10 days have passed since symptoms first occurred; and
- **Employees and students must have a release from a medical provider.**
If an individual has symptoms that could be COVID-19 related and s/he has not been evaluated by a medical professional or tested for COVID-19, it is **assumed** that s/he has COVID-19 and may not return to work or school until the first three criteria listed above have been met.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Girard Intermediate School employees, students, parents, and visitors should practice maintaining distance of approximately six (6) feet apart from others and eliminate contact with others as often as possible. Girard Intermediate School recognizes that maintaining physical distance will not always be practical inside a school setting.

Traffic flow and interaction gatherings will be modified to comply with directives from the Department of Public Health and guidelines from DCS.

Girard Intermediate School will have arrows marking traffic flow for safety and ease of movement throughout the building. Specials teachers will visit classrooms to further aid in reducing the potential of infection.

Breakfast and lunch will be provided in classrooms to meet the Department of Public Health and DCS guidelines.

Physical Education, other activity classes, and classroom instruction will be designed to reduce student contact and maintain social distancing.

Open House/Back to School Night/Title I Meetings, International Baccalaureate (IB) Parent Teacher Organization (PTO), School Meetings and Events: Meetings and events will be held to welcome families to Girard Intermediate School in accordance with the CDC, Alabama Department of Public Health and DCS and when indicated the risk category on the Risk Indicator Dashboard is moderate/too low for Houston County. At this time, risk levels will be monitored to adhere to all guidelines and safety protocols to ensure the safety of students, staff, faculty, and parents/guardians.

Title I Meetings and International Baccalaureate (IB) Parent Teacher Organization (PTO) will be conducted via Zoom until further notice, with invitations published on the [Girard Intermediate School Website](#), Girard Gazette (school newsletter), [Girard Intermediate School Facebook Page](#), Digital Sign, and Weekly Information Form (by grade level).

LOCATION SPECIFIC SOCIAL DISTANCING DIRECTIONS

CLASS SETTING

- Teachers will arrange all desks to face the front of the classroom.
- Any materials used in the classroom will not be shared.
- Students will sit in group no larger than three in any one area of the room.
- Hand sanitizer will be available for use at any time in the classroom setting.

PHYSICAL EDUCATION (P.E.) CLASSES

- Homeroom classes will be divided into smaller groups for Physical Education (P.E.) instruction.
- The use of shared equipment will not be permitted.
- Students will maintain six feet of social distance while participating in Physical Education activities.

RESTROOMS

Students will be allowed in the restroom four at a time (three in the stalls with one restroom monitor). Social distancing will continue to be maintained while waiting in line to enter the restroom.

SPECIAL AREA TEACHERS

To alleviate the added exposure to the halls, other students, and transition periods, special area teachers will come to individual classrooms

CAFETERIA

On the occasions that students eat in the lunchroom, students will seat themselves in every other seat opposite the position the student on the other side of the table is situated to maintain social distancing protocol.

Meals will be received and eaten in the classroom unless there is a substitute teacher for a class.

BUILDING TRANSITIONS

Students will walk on the right side of the hallway and maintain an appropriate social distance between themselves and the person in front and in behind.

Teachers will monitor students in the hall for social distancing. A delayed incremental schedule will be maintained to allow for the least amount of traffic and congestion in the halls.

ARRIVAL

During arrival, students will be expected to maintain social distancing as they proceed to class. Students will move in an established, reinforced, and monitored orderly procedure walking directly to their classrooms using the right-hand side of the hallway. Breakfast will be served in the classrooms at 7:30 AM.

DISMISSAL

When dismissal begins and students line up to leave class, teachers will provide reminders to students for them to continue to stay to the right side of the hall until exiting the building.

The carpool area location will be in the lunchroom. Social distancing will continue to be observed as students will be seated at least six feet apart.

When bus arrivals are announced for dismissal, students will report to the student loading area in the gymnasium. Teachers will be on duty to ensure social distancing continues, and students are loaded in a safe and orderly manner.

OFFICE

A maximum of five people in the office are allowed. The front office will have a five-person maximum limit, in observance of the six feet social distancing guidelines set by the [Centers for Disease Control and Prevention \(CDC\)](#), [The Alabama Department of Public Health](#), and [Dothan City School \(DCS\)](#). Visits to the office are set on an as-needed basis. Administrators and the counselor can be reached via their offices, email, text, Remind, etc.

Faculty, staff, students, parents, and visitors should avoid meeting in the office.

WATER FOUNTAINS

All water fountains will be inoperable for student use. Students are encouraged to bring water bottles to school each day.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

To minimize exposure to COVID-19, PPE is needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene (hand washing), social distancing, and frequent cleaning efforts.

Girard Intermediate School is strongly advising all staff and faculty to wear a mask or facial covering to cover her or his nostrils and mouth. Dothan City Schools is providing two reusable masks for employees. If employees want additional masks or face coverings, it is their personal responsibility to provide them.

Students are not required to wear a mask; however, GIS recommends this practice for all students. Visitors **will be** required to wear a mask upon entrance, if or when permitted to enter the building.

Gloves will be required to be worn by the school nurse, custodians, and food service workers.

If you are a high-risk person, you may wear gloves, but you will need to purchase them at your own expense.

SOCIAL DISTANCING SHOULD BE PRACTICED AT ALL TIMES

SOCIAL-EMOTIONAL WELLBEING OF STUDENTS AND STAFF

Mrs. Southern will provide resources for parents and teachers to access. As a Tier 2 intervention, Ms. Southern will work with students individually or in small groups to address well-being needs. S4 referrals will be utilized to assist students, parents, and staff with counseling needs. Mrs. Southern will address emergency situations promptly, and assist students or staff who are struggling or need to speak confidentially.

OPERATIONS & FACILITIES

CLASSROOMS

The following guidelines will be followed at GIS:

- Teachers, staff, and students are expected to limit visits to another classroom outside of their team or grade level.
- Faculty and Staff are expected to disinfect their own personal workspace (teacher desk, computer, and other equipment) throughout the day. Please give extra attention to commonly used areas.
- All classroom desks and tables will be sanitized daily by the night custodians.
- Teachers will be provided spray bottles and a towel with a microfiber pad to wipe down areas during the day.

SHARED WORKSPACES/OFFICES

Faculty and staff are expected to disinfect their own personal workspace multiple times per day. GIS custodians will clean all workspaces at their designated cleaning times.

For an urgent need, please contact the office and a custodian will assist. **Do not send students to find the custodian because this can result in further contamination/exposure.**

The main office and Media Specialist station will have Plexiglas partitions installed on their desk to assist with social distancing from students, parents, or other guests.

Ozone machines/air scrubbers will be installed by maintenance in vestibules, gyms, media center, cafeteria, nurse's station, and front office. (DCS is working diligently to take care of this as quickly as possible)

For your safety, please use care when disinfecting workspaces.

Girard Intermediate School will be limiting access to the copy room and office area to reduce exposure to risks and overall safety within the building. **Teachers will wipe the copy machine down after each use.** OFFICE STAFF ONLY will use the copy machine in the office.

FACILITY CLEANING

Girard is following DCS guidelines for the cleaning of our school. The following guidelines will be utilized:

- Custodians will wipe door handles at all entryways numerous times throughout the day.
- Front office and nurse's station will be fogged nightly.
- Restrooms will be fogged twice during the day and once at night.
- Night shift custodians will spray the playground equipment nightly.
- Day shift custodian will have a fogger for immediate needs.
- Hands-free hand sanitizing stations will be installed at GIS for students and employees

- A container of H2Orange will be at GIS for teachers to refill their classroom bottle (This solution is reported to kill 99.9% of viruses)
- Inside doors will be left open to assist in elimination of cross contamination. These areas will include restrooms, cafeteria, gym, classrooms, etc.

Please note, DCS has ordered materials for cleaning, but they may not be shipped until mid-November.

BUSES, BUS DRIVERS & PROTOCOLS

DCS has determined that social distancing on buses is not a viable option so the following guidelines will be followed. Parents/Guardians are advised to check their child’s temperature and assess their health at home before boarding the bus. **If your child is sick, please keep your child at home.** Employees’ temperatures will be checked each morning as they enter the building. **Drivers will be provided masks. School buses will be sprayed twice daily.** Hand sanitizer contains alcohol and is flammable, therefore, it will not be provided on the bus. Students will be encouraged to wear mask to help prevent the spread of COVID-19.

CAFETERIA AND FOOD SERVICES

BREAKFAST

Breakfast in the Classroom (BIC) will be utilized for all third through sixth grade students. Breakfast will be served in the classroom. A small container for liquids and a bag for garbage will be placed in the hallway outside of the classroom for pick-up by custodial staff and/or Child Nutritional Program (CNP) Staff. This could be modified depending on state or district directives.

LUNCH

GIS will be serving lunch in the classroom with proper sanitation practices observed in the serving area and classroom for all meals.

SUBSTITUTE TEACHERS

Substitute teachers will take students into the cafeteria to eat lunch. This will be conducted with students seated in alternate seats on both sides of the table.

MENU

Menus will be basically the same. Soups, grits, and other pourable foods will be eliminated to reduce spills.

TECHNOLOGY AND INSTRUCTION

TECHNOLOGY

Girard Intermediate School will support remote and virtual learning during the COVID-19 pandemic by providing students who do not have a computer or internet at home with a Chromebook and internet services. The Chromebook will either have cellular data capabilities built in, or a separate mobile hotspot device will be provided.

The Chromebooks are to be used for educational purposes only and the internet accessed will be filtered and logged in the same way as devices on any DCS campus. This will be implemented to ensure that every student has a safe and secure online experience while continuing their education from home.

The “Chromebook Loaner Agreement” must be filled out and signed along with the collection of a \$20 Technology Usage Fee that is due for each child attending DCS every year. There are special instructions

within the agreement, for cleaning and disinfection of these devices to reduce the spread of bacteria and viruses such as COVID-19. It is the responsibility of the student and parent/guardian to care for these devices. Report damages to the DCS Technology Department immediately.

INSTRUCTION

Girard Intermediate School has created a plan that will provide support, flexibility, and transparency for instruction and student support for instruction. A dual instructional approach, traditional and virtual will be offered in compliance with all local, state, and federal guidelines regarding safety and cleanliness for COVID-19 prevention.

Faculty will be available to assist or aid parents/guardians and students with hardware and software troubleshooting. Additionally, How-To guides, on-line tutorials, and best practices recommendations will be available on our [Reopening Website](#).

DATES FOR REOPENING

Girard Intermediate School will reopen August 17, 2020 for students. We encourage parents to enroll students prior to this date. This date has changed from the original start date due to the back order of cleaning supplies, thermometers, and other needed materials.

WHAT WILL SCHOOL LOOK LIKE IN AUGUST 2020?

Girard Intermediate School is offering parents dual instructional approach options. Students will be able to receive instruction in the traditional format and/or the remote/virtual format. Parents have the option to send their child to school with the traditional model, or they have the option to choose to keep their student at home and participate in remote/virtual instruction. If the remote/virtual option is chosen, students will be enrolled in this option for the first (9) nine-weeks of school. At that time, parents may choose to continue virtual instruction from home or change to the traditional model to go to the school building for instruction. Please notify the office (334-794-1426) by October 8th, if you decide to change the instructional approach for your child.

GIRARD INTERMEDIATE SCHOOL REMOTE LEARNING & REGISTRATION

Students will engage with DCS classroom teachers each day for daily instruction in all core subjects via an online secure video platform. Students will complete assignments through Google Classroom. In addition, feedback from teachers will be provided on assignments and assessments. All instruction will align with essential standards per state and federal requirements. *Edgenuity/Odysseyware* will be used to provide supplemental work for students to review and practice.

**To Register for the Distance Learning Programs Above,
Please visit our Reopening Schools Website
www.dothan.k12.al.us/REOPENING**

WHAT HAPPENS IF AN OUTBREAK EVENT OCCURS?

If an individual becomes infected at Girard Intermediate School, the school may be closed for a few days or a week (or possibly longer) depending on guidance from the Alabama Department of Public Health, the Center for Disease Control (CDC), and DCS. Girard Intermediate School will be implementing distance learning instruction and communication model until students can return to school. In preparation for the possibility of an outbreak, GIS will train students in the use of Chromebooks Google Classroom access. This will allow students and teachers to easily convert from a traditional classroom setting to a full-time remote learning/virtual program. In addition, students will be prepared to return to school gradually with a blended

approach to instruction, and eventually returning to a full-time traditional classroom. The school will undergo a deep cleaning protocol while students are off campus. When GIS reopens, the schedule will be gradual and staggered.

Additional information for an Outbreak Event is available on the ([DCS Reopening Website](#)) in the DCS Reopening Plan.

GIRARD INTERMEDIATE SCHOOL AND DISTRICT SHUTDOWN

In the event of a large-scale outbreak, or the Governor issues a “stay at home,” order, the system will continue instruction through remote/virtual learning. If a full shutdown occurs, and the system decides to reopen to a face-to-face method of instruction, the opportunity to receive remote/virtual instruction will continue to be offered. However, to reenter Girard and sanitize regularly, we will need to limit the number of students to half the student body and reopen on an adaptable schedule.

For example:

50% of the students might attend school on campus Mondays and Tuesdays

50% of the students might attend school on Wednesdays and Thursdays

Fridays- all students would receive remote/virtual instruction.

Girard Intermediate School’s main objective is to hold school as normally as possible.

REMOTE LEARNING

Remote learning will include interaction with a DCS teacher via an online video platform (synchronous instruction). Students will be able to interact with each other and engage in real-time learning. Students will receive feedback and grading in *Google Classroom*. They will have access to practice materials in the *Edgenuity/Odyssey* platform. Fall online services will provide a review, new learning, and plentiful feedback on assignments and assessments to include grading. We are confident that our fall online learning experience will engage students and motivate them to log in each day to the classroom.

EXCEPTIONAL STUDENT SERVICES

Upon the reopening of the school district, special education services will resume in accordance with the specialized instruction and accommodations within the students’ Individualized Education Plans (IEPs) through a blended academic plan. Parents and students will be offered the option of a completely virtual learning approach that will be supplemented by learning packets (not supplanted) if the parents feel uncertain or anxious about their child returning to the physical school setting. Otherwise, in accordance with the procedures of the District’s overall plan for social distancing, sanitizing, and caution, special education services will continue face-to-face. Related services (such as occupational therapy, physical therapy, vision and hearing services, orientation, and mobility) may be in the form of telephonic therapies, therapies via online instruction using platforms such as Zoom, Microsoft Teams, or Google Streaming.

VIRTUAL LEARNING APPROACH

A completely virtual learning approach will include services provided through virtual means only. Related services may be in the form of telephonic therapies, therapies via online instruction using platforms such as Zoom, Microsoft Teams, or Google Streaming. This option is being provided for families concerned about the health risks their child may face during this stage of reopening.

BLENDED LEARNING APPROACH

A blended approach will encompass virtual learning, face-to-face instruction, and tutorials (using social distancing and health safety precautions outlined in the district's plan for reopening). If the student is approved by the parent to return to school using the district reopening plan, the student will follow the schedules provided by the school at which the student attends. Students will receive face-to-face instruction on days/times they are at the school and will be provided extra tutorial virtually as necessary in accordance with their IEPs. Related therapies, other than Speech, will be provided at the school on scheduled days. If the parent cannot provide transportation, the case manager will contact the Department of Exceptional Student Services (DESS) to set up home visits and/or virtual options.

MEDICALLY FRAGILE STUDENTS

- Students who are considered "medically fragile" will be offered the same learning approaches outlined in the district reopening plan.
- These classrooms will be equipped with air purifiers, utilization of face masks and gloves (gloves changed between all interactions with students to include feeding, learning activities, transitioning, and toileting/changing), and sanitation procedures each hour (including wiping with disinfectant wipes/spraying down tables and chairs, wiping changing areas between all student interactions and disinfecting the air).
- Students will be transitioned directly from their mode of transportation to the classroom.
- Breakfasts, lunches, and snacks will take place in the classroom.
- Social distancing with six feet between children will take place on days the students are present.
- Students may be scheduled to come on alternating days or times depending on the district attendance plan for reopening schools.
- On days, the student is not present, teachers will be live streaming via *Zoom* or *Google Classroom* or pre-recording lessons to be available in *Google Classroom*.
- Adaptive PE will take place in the classroom or in a separate area outside from all other children and will be led by designated faculty members.

COLLABORATIVE, RESOURCE, AND SPEECH LANGUAGE PATHOLOGIST (SLP) SERVICES

- Students who are collaborative and/or receiving resource room services will be offered the same learning approaches outlined in the district reopening plan.
- These classrooms will follow the same social distancing and sanitation procedures as listed in the District Reopening Plan.
- Students may be scheduled to come on alternating days or times depending on the District attendance plan for reopening schools.
- On days, the student is not present, teachers will be available to assist with home assignments during scheduled hours. These teachers will collaborate with the general education teachers to align themselves with instruction provided by the general education teacher.
- Physical Education will take place in accordance with the IEP in a location determined by the District Reopening Plan.
- If P.E. is determined necessary in the District Reopening Plan, these students will follow the same sanitation and social distancing procedures outlined in the Plan.

SPECIAL EDUCATION TEACHERS

Special Education Teachers will need to organize themselves and plan for all services, as necessary, in accordance with the DESS Reopening Plan and the students' IEPs. Teachers will be required to provide online instruction, tutorials, and face-to-face instruction.

STUDENTS RECEIVING ACCOMMODATIONS WITH A 504 PLAN

Students whose instruction falls under a Section 504 plan will be offered the same learning approaches outlined in the district reopening plan.

- Accommodations will be provided as the 504 plan dictates.
- Classrooms will follow the same social distancing and sanitation procedures as listed in the District Reopening Plan.
- Students may be scheduled to come on alternating days or times depending on the District attendance plan for reopening schools.
- On days, the student is not present, general education teachers will be available to assist with home assignments during scheduled hours.
- If PE is determined necessary in the District Reopening Plan, these students will follow the same sanitation and social distancing procedures outlined in the Plan.
- Related services will follow the Blended Option. Students with a 504 plan will be monitored monthly using a "look for" document to determine if the plan is sufficient or needs to be amended.

SCHOOL BASED MENTAL HEALTH - (S4)

Students will continue to receive S4 services on scheduled days and may receive services through a blended approach.

HOMEBOUND SERVICES

- Students who are restricted to the home or who meet the requirements to receive home-based instruction will be offered the same learning approaches outlined in the district reopening plan.
- These teachers will be equipped with masks and gloves (gloves changed between all interactions with students to include feeding, learning activities, transitioning, and toileting/changing).
- Teachers will follow sanitation procedures between student interactions.
- Social distancing with six feet between teacher and student will take place on days students are receiving services.

ENGLISH LANGUAGE LEARNERS (ELL) and ENGLISH AS A SECOND LANGUAGE (ESL)

Upon the reopening of the school district, English as a Second Language (ESL) services will resume in accordance with the specialized instructions and accommodations that are specified within the students' Individualized English Language Plans (I-ELPs). As part of DCS's reopening plan, parents and students who are uncertain or anxious about returning to the physical school setting will be offered the option of a completely remote learning approach that will include remote ESL services, which will be supplemental (and will not supplant) in their content and approach. (In other words, ESL services will not replace general education instruction. Rather, ESL services will build upon general education instruction and content, focusing on the JULY 2020 Dothan City Schools COVID-19 Reopening Plan 21 language development needed to access core content and in line with WIDA ELP standards. Otherwise, in accordance with the procedures of the District's overall plan for social distancing, sanitizing, and caution, ESL services will continue face-to-face. For students opting to participate via remote options, ESL services may be in the form of telephone calls or via online instruction using platforms such as Zoom, Microsoft Teams, or Google Streaming. ESL services may also include online licenses to English Language Development software programs.

REMOTE LEARNING APPROACH

ESL services for students opting to take a remote learning approach will be focused on supplemental English language instruction. ESL teachers and the system interpreter will aid general education teachers; however, general education teachers are the ones who will remain responsible for core content instruction and grading. Instruction and grading provided by general education teachers must follow the student's I-ELP (utilizing the I-ELP's specific accommodations, differentiated instruction, and alternative grading, where applicable). Special consideration regarding communication with the student and family must be given to ESL students who utilize remote learning.

BLENDED APPROACH

A blended approach will encompass both virtual means and face-to-face instruction (using social distancing and health safety precautions outlined in the District's plan). ESL services may be provided either face-to-face or virtually for students who take a blended learning approach. Collaboration with general education teachers will be required to determine when services will be provided.

TRADITIONAL LEARNING

Students who attend school daily will continue to receive ESL services (as specified in the I-ELP) in face-to-face small group settings. Small groups will follow all guidelines for social distancing and all safety precautions given by DCS.

ENGLISH AS A SECOND LANGUAGE (ESL) TEACHERS AND STAFF

ESL teachers will need to plan for all services, as necessary, in accordance with the DCS Reopening Plan and the students' I-ELPs. ESL teachers will be providing online instruction and face-to-face instruction. ESL teachers will also be responsible for consistent communication with general education teachers. The Parent Liaison will be responsible for timely and consistent communication with parents.

GIRARD INTERMEDIATE SCHOOL ADMINISTRATION AND OFFICE STAFF

Girard Intermediate School will be mindful of the need for translation and interpretation of school-wide notices. GIS will have on-going contact with the ESL Parent Liaison and utilize the *TransAct* Language Line Service to communicate with our ESL Community of learners and parents.

ENGLISH LANGUAGE LEARNERS (ELL) PROFESSIONAL DEVELOPMENT FOR GENERAL EDUCATION TEACHERS

This year's professional development will include a reminder of essential information but will be primarily focused on how to implement I-ELPs considering remote, blended, or otherwise altered general education instruction. The ESL program and staff are mindful of the changes and challenges faced by general education teachers, and every effort will be made to collaborate frequently and effectively. General education teachers are asked to remember that ESL teachers are responsible for language development and not core content instruction.

PHYSICAL EDUCATION (P.E.) AND EXTRACURRICULAR ACTIVITIES

Girard Intermediate School is implementing safe and healthy practices for all P.E. and extracurricular activities.

These practices include:

- Implemented social distancing strategies to maintain at least a six-foot distance between persons from different households.
- Changed parent drop-off and pick-up processes to limit contact and building access

- No group watering stations or shared equipment
- Symptom monitoring will be required
- Requirement for sick students and staff to stay home
- Provisions will be made for an adequate number of thermometers to have on hand to screen students when necessary
- Implementation of isolation measures will be taken if a student becomes sick. Cleaning and disinfecting procedures will follow immediately thereafter.
- Physical Education teachers will communicate with the school nurses and administrators to ensure the safety of all students

ENVIRONMENTAL CLEANING AND PERSONAL HYGIENE OF PHYSICAL EDUCATION AREAS

- Ensure healthy personal hygiene practices
- Establish hand hygiene stations at facility entrances
- In weight rooms, all surfaces including, but not limited to, door handles, sinks, faucets, knobs, toilets, tables, soap dispensers, locker handles etc., will be cleaned and sanitized thoroughly before groups arrive and once groups have left the area

INSTRUCTIONAL PRACTICES IN THE EVENT OF A CLOSURE

Should there be any type of large-scale outbreak or/if the Governor issues an order to stay at home, the system will continue instruction through virtual means. The system has purchased a new online platform for use at both elementary and secondary levels. If this occurs and the system can reopen (after a full shut down), the system may elect to reenter the traditional mode of instruction and will continue to offer the virtual model as parents wish. However, to reenter the school buildings and keep the numbers of students limited to half the student body, we will reopen on an adaptable schedule.

For Example:

- 50% of the students will go to the school on Mondays and Tuesdays
- 50% of the students will go to the school on Wednesdays and Thursdays, Fridays- all students will receive remote/virtual instruction. This will allow the system to clean and sanitize the schools weekly. However, DCS's main objective is to hold school as naturally as possible.

Remote Learning will include interaction with a DCS teacher via an online video platform (synchronous instruction). Students will be able to interact with each other and engage in real-time learning. Students will receive feedback and grading in *Google Classroom*. They will have access to practice materials in the *Edgenuity/Odysseyware* platform - see the [DCS Reopening Plan](#) for more information.

COMMUNICATION WITH PARENTS

Teachers will communicate with parents at least once a week.

Parents will be contacted within the first week of school to inform them about the remote learning process and how it will continue to provide instruction in the event of a closure.

Teachers will communicate weekly with parents to keep them informed regarding school events, grades, and need-to-know information.

STUDENTS WILL CONTINUE TO RECEIVE INSTRUCTION

Students enrolled in the Virtual Program will work with prerecorded video instruction (asynchronous instruction). They will complete assignments and receive grading feedback housed within the

Edgenuity/Odysseyware platform. Students will receive weekly communication from assigned teachers. Set office hours will allow students and parents to contact teachers for additional help as needed.

OVERALL EXPECTATIONS

EXPECTATIONS FOR ADMINISTRATORS

- Set overall expectations for the school’s preparation of remote/virtual/blended learning, ensuring that expectations are clearly articulated to faculty, staff, students, parents/families, and all other stakeholders;
- Designate roles and responsibilities of school’s remote Learning Management System (LMS);
- Implement parameters and guidelines for remote check-in with teachers and staff responsible for remote learning;
- Establish strategies for tracking student engagement, interaction, and attendance;
- Ensure all students have access to the internet and Chromebooks;
- Ensure all students have access to a Chromebook;
- Ensure all teachers have access to technology and the internet;
- Provide technology resources, professional development, apps, software, and hardware to adequately support teachers;
- Provide Professional Development to support the use of new technological resources and needs
- Provide support parents/students/families and teachers; and
- Provide social and emotional support for teachers, staff, and students

EXPECTATIONS FOR STUDENTS

- Students will receive a Chromebook to take home once a user agreement has been signed and fees paid.
- Students will be expected to log-in each day and check their Google classroom folders for new learning paths, assignments, announcements, and teacher feedback.
- Students will be expected to attend Zoom Meetings according to a schedule set in their Google Classroom.
- Students will complete and submit assignments via Google classroom.
- Students are expected to seek help when needed either virtually, digitally, telephonically, or through Google Classroom messaging, during teacher provided (office hours).
- Students are expected to accept responsibility for their own learning and adhere to the expectations of good Digital Citizenship.
- Students are expected to notify an adult if issues should arise regarding any software, hardware, or internet issues.

EXPECTATIONS FOR TEACHERS

Traditional Learning	Remote Learning	Blended Learning
Provide instruction in a traditional face-to-face format...including instruction with digital devices and training to prepare students to work with an on-line platform using digital citizenship, software applications, and digital devices	Provide Remote Learning that includes interaction with a teacher via an online video platform (synchronous instruction). Teachers will interact with students and provide real-time learning experiences. Teachers will provide feedback and grading in <i>Google Classroom</i> , while regularly promoting digital citizenship.	Provide traditional and virtual instruction with blended learning. The teacher provides virtual instruction with students several days a week via Zoom, Google Chat, or some other real-time/synchronous digital/virtual platform and face-to-face instruction the remaining days of the week.

Traditional Learning	Remote Learning	Blended Learning
	Teachers are expected to fulfill their responsibilities during the contractual workday.	
Provide office hours for Parents/Guardians and students, Monday-Friday at prearranged and communicated times for no less than two to four (2-4) hours per week.	Provide office hours for Parents/Guardians and students, Monday-Friday at prearranged and communicated times for no less than two to four (2-4) hours per day. Teachers are expected to fulfill their responsibilities during the contractual workday.	Provide office hours for Parents/Guardians and students, Monday-Friday at prearranged and communicated times for no less than two to four (2-4) hours per day. Teachers are expected to fulfill their responsibilities during the contractual workday.
<p>Create, communicate, and follow a weekly schedule that includes:</p> <ul style="list-style-type: none"> • Times each ALSDE required subject will be taught • Indicating times and types of technology that will be implemented • Office hours for parent meetings and student questions • Instructional Planning to include one (1) hour of collaboration a day with other teachers on your grade level (provide documentation) 	<p>Create, communicate, and follow a weekly schedule that includes:</p> <ul style="list-style-type: none"> • Times each ALSDE required subject will be taught • Indicating times and types of technology that will be implemented • Office hours for parent meetings and student questions • Instructional Planning to include one (1) hour of collaboration a day with other teachers on your grade level (provide documentation) via Zoom as needed 	<p>Create, communicate, and follow a weekly schedule that includes:</p> <ul style="list-style-type: none"> • Times each ALSDE required subject will be taught • Indicating times and types of technology that will be implemented • Office hours for parent meetings, and student questions • Instructional Planning to include one (1) hour of collaboration a day with other teachers on your grade level (provide documentation) via Zoom as needed
Post additional digital tutorials for students in need of Tier II/Tier III intervention on a digital platform as the need arises	Post additional digital tutorials for students in need of Tier II/Tier III intervention on a digital platform to use as the need arises	Post additional digital tutorials for students in need of Tier II/Tier III intervention on a digital platform to use as the need arises
Collaborate with Special Education Teachers to design effective lessons that meet the needs and goals of each student's Individualized Education Plan (IEP), making accommodations and modifications in the traditional classroom setting	Collaborate with Special Education Teachers to design effective lessons that meet the needs and goals of each student's Individualized Education Plan (IEP), making accommodations and modifications student specific regarding on-line learning	Collaborate with Special Education Teachers to design effective lessons that meet the needs and goals of each student's Individualized Education Plan (IEP), making accommodations and modifications student specific regarding blended learning
Provide continuous and on-going monitoring and documentation for all special populations	Provide continuous and on-going monitoring and documentation for all special populations regarding	Provide appropriate plans for instruction based on student needs, while supporting a blended

Traditional Learning	Remote Learning	Blended Learning
<p>regarding enrichment, accommodations, modifications, translations, and Tier II and III interventions to meet the needs of all student populations Additional materials will be provided to the students as needed for Tier II and III interventions and documented in RAILS</p>	<p>enrichment, accommodations, modifications, translations, and Tier II and III interventions to meet the needs of all student populations, and provide additional materials to all students on an as needed basis, and documenting in RAILS. If the student and parent decide to change to face-to-face learning at the end of the first nine-weeks, the student will be placed in a new class. The student will follow the schedules provided by the school.</p>	<p>approach that encompasses remote learning, face-to-face instruction, and tutorials (using social distancing and health safety precautions outlined in the district’s plan for reopening). If a student is approved by the school to return to school using the district reopening plan, the student will follow the schedules provided by the school. Teachers will provide face-to-face instruction, and extra tutorial assistance virtually as needed.</p>
<p>Teach all essential standards integrating the use of Google Classroom to ensure understanding and practice with the software and hardware students must master for remote or blended learning needs</p>	<p>Teach all essential standards providing synchronous instruction via digital format while integrating the use of Google Classroom to ensure understanding and practice with the software and hardware students must master for remote or blended learning needs</p>	<p>Teach all essential standards providing asynchronous instruction via digital format while integrating the use of Google Classroom to ensure understanding and practice with the software and hardware students must master for remote or blended learning needs</p>
<p>Post lessons on a digital platform in an asynchronous format to ensure that students have continuous access to instruction</p>	<p>Post lessons in a digital platform in an asynchronous format to ensure that students have continuous access to instruction and provide real-time instruction to remote learners</p>	<p>Post lessons on a digital platform in an asynchronous format to ensure that students have continuous access to instruction and provide real-time instruction to blended learners</p>
<p>Utilize the online platform daily to ensure a knowledge base has been created for understanding the Learning Management System (LMS), establishing for all students in both synchronous and asynchronous situations opportunities to master the use of technology while at school Additionally, provide situations for remote and traditional learners to interact through discussions forums both live and virtual</p>	<p>Utilize the online platform daily to ensure a knowledge base has been created for understanding the Learning Management System (LMS), establishing for all students in both synchronous and asynchronous situations opportunities to master the use of technology Additionally, provide situations for remote and traditional learners to interact through discussions forums both live and virtual</p>	<p>Utilize the online platform daily to ensure a knowledge base has been created for understanding the Learning Management System (LMS), establishing for all students in both synchronous and asynchronous situations opportunities to master the use of technology Additionally, provide situations for remote and traditional learners to interact through discussions forums both live and virtually. Establish a divided class list that will allow half of the class to return gradually through a balanced</p>

Traditional Learning	Remote Learning	Blended Learning
		attendance scenario as described in previous sections
Provide opportunities for students to receive standards and data-driven instruction through lessons and activities that are differentiated to meet the needs of all students assigned to the class	Provide opportunities for students to receive standards and data-driven instruction through lessons and activities that are differentiated to meet the needs of all students assigned to the class	Provide opportunities for students to receive standards and data-driven instruction through lessons and activities that are differentiated to meet the needs of all students assigned to the class
Create lessons using the International Baccalaureate (IB) Programs of Inquiry (POI) that are consistent with the transdisciplinary themes and meet the learning targets for the essential standards of instruction and technology use	Create lessons using the International Baccalaureate (IB) Programs of Inquiry (POI) that are consistent with the transdisciplinary themes and meet the learning targets for the essential standards of instruction and technology use	Create lessons using the International Baccalaureate (IB) Programs of Inquiry (POI) that are consistent with the transdisciplinary themes and meet the learning targets for the essential standards of instruction and technology use
Utilize communication tools that provide frequent feedback and discussion opportunities to students and will allow for parental involvement using confidential methods of communication	Utilize communication tools that provide frequent feedback and discussion opportunities to students and will allow for parental involvement using confidential methods of communication	Utilize communication tools that provide frequent feedback and discussion opportunities to students and will allow for parental involvement using confidential methods of communication
Maintain a digital parent communication log that is updated no less than three times per week, ensuring that parents/guardians have been contacted in some format at least once per week	Maintain a digital parent communication log that is updated no less than three times per week, ensuring that parents/guardians have been contacted in some format at least once per week during student absence or school closure	Maintain a digital parent communication log that is updated no less than three times per week, ensuring that parents/guardians have been contacted in some format at least once per week during student absence or school closure

TECHNOLOGY TERMS

Asynchronous Learning - a form of education, instruction, and learning that does not occur in the same place or at the same time.

Blended Learning - a combined instructional format of traditional and virtual instruction provided. The teacher provides virtual instruction with students several days a week via *Zoom*, *Google Chat*, or some other real-time/synchronous digital/virtual platform and face-to-face instruction for the remaining days of the week.

Digital - electronic technology that generates, stores, and processes data in terms of two states: positive and non-positive.

Digital Learning Platform - a digital learning platform is software designed to assist during the educational process. They include learning management systems (LMS), learning content management systems (LCMS), as well as virtual classroom tools and virtual learning environments (VLE).

Google Classroom - a free web service developed by [Google](#) for schools that aims to simplify creating, distributing, and grading assignments and providing instruction.

International Baccalaureate (IB) - an educational program that provides the instructional direction to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Learning Management System (LMS) - a learning management system is a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses, training programs, or learning and development programs.

Program of Inquiry - a framework that guides teachers in providing students with an outstanding education and equipping them with the tools they need to become lifelong learners, making informed and ethical choices in our changing world. It is a framework for the IB curriculum and illustrates the major concepts that students will be exploring; this includes six units per grade level that help students gain an understanding of themselves and the world around them.

Remote Learning - includes interaction with a teacher via an online video platform (synchronous instruction). Teachers interact with students and provide real-time learning experiences. Teachers provide feedback and grading in *Google Classroom*.

Synchronous/In Real Time - a learning event in which a group of students are engaging in learning at the same time.

Virtual Learning - a learning experience enhanced through utilizing computers and/or the internet outside the facilities of the educational organization.