

Special Called Meeting

July 28, 2020 6:00 PM

MCBOE

1. Call to Order

Julie Keny Cathey

2. 2020-2021 Fall Reopening Plan

Jacob Sorrells, Jennie Carroll,
Ginger Tepedino, Principals

3. Adjourn

Julie Keny Cathey



MARSHALL COUNTY

SCHOOL SYSTEM

INSPIRE ★ EMPOWER ★ SUCCEED

Marshall County

Fall 2020

Reopening Plan





Marshall County Fall 2020 Reopening Plan

Marshall County Schools believes that student learning is maximized by in-person instruction provided by an effective highly trained teacher. Online learning can be effective and is an option, but does not deliver the highest outcomes in student achievement for all students. However, we believe that under the current circumstances students and parents should have the option for either in-person or online instruction. We believe that in-person and online instruction, assessment, feedback, curriculum, and pacing for all students should be both rigorous and closely aligned no matter the path chosen. We also understand that adjustments and improvements will be made throughout the year to better serve the needs of our students and to increase student achievement.

Schools will reopen on the originally scheduled date of August 3rd. Marshall County Schools will use a culmination of data impacting a school, group of schools, or the entire district when deciding to move between in-person, hybrid, and online learning. MCS will use the number of COVID-19 cases in the county as reported by the local Health Department as our primary data point. However, other factors including attendance rates of students and staff, new COVID-19 case counts, effective infection rates, new recoveries, new hospitalizations, and new death rates will also be used.

- *A low number of **active** cases in Marshall County, less than 1% or 342 cases.*
 - Educate students and staff of COVID-19 safety measures.
 - Social distancing will be implemented when feasible.
 - Offer an online option for those that do not want to attend in person. Please notify schools and complete virtual learning parent agreement form between July 20th and 24th.
 - Encourage students and staff to stay home if sick.
 - Screen students and staff before entering with temperature checks.
 - Gel in and gel out of classrooms.
 - Wipe in and wipe out desks.
 - All food service staff will wear masks during serving. Students will gel in before getting a tray and be served by cafeteria staff. Staff will enter all elementary students lunch numbers K-6, and keypads will be wiped down after each student 7-12. Tables will be cleaned after each lunch.
 - Continuous custodial cleaning throughout the school day of high traffic areas and bathrooms.
 - Extracurricular activities continue as normal following TSSAA guidelines.
 - Power Hour and other after school child care programs will continue.
 - Screen and limit non-essential visitors and activities involving external groups or organizations during the regular school day
 - Activities such as grandparents' day, field trips, and lunch with students will not be allowed.
 - Parent orientation will occur at the discretion of the building principal.

- Parents will be notified of every known positive COVID-19 case in the student's classroom via the Remind app.
 - Students and staff that test positive will be quarantined for 14 days.
- *A medium number of **active** cases in Marshall County, between 1% and 2% 342-684.*
- Move to an AB schedule with half of the students coming in every other week.
 - Educate students and staff of COVID-19 safety measures.
 - Social distancing will be implemented when feasible.
 - Offer an online option for those that do not want to attend in person. Please notify schools and complete virtual learning parent agreement form between July 20th July 24th.
 - Encourage students and staff to stay home if sick.
 - Screen students and staff before entering with temperature checks.
 - Gel in and gel out of classrooms.
 - Wipe in and wipe out desks.
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 - Power Hour and other after school child care programs will continue.
 - Screen and limit non-essential visitors and activities involving external groups or organizations during the regular school day
 - Activities such as grandparents' day, field trips, and lunch with students will not be allowed.
 - Parent orientation will occur at the discretion of the building principal.
 - Parents will be notified of every known positive COVID-19 case in the student's classroom via the Remind app.
 - Students and staff that test positive will be quarantined for 14 days.
- *A high number of **active** cases in Marshall County, over 2% or more than 684 active cases.*
- Move to all virtual learning.
 - Teachers will report to school 5 days per week to provide rigorous aligned online teacher-led instruction, assessments, and feedback using a high-quality curriculum following the district pacing guide.
 - Teachers will report to the school daily for normal business hours to be available for virtual and physical office hours as set by the building principal.



Virtual Learning Parent Agreement Form

The Marshall County School System believes that student learning is maximized by in-person instruction provided by an effective highly trained teacher. Online learning can be effective and is an option, but does not deliver the highest outcomes in student achievement for all students. However, we believe that under the current circumstances, students and parents should have the option for either in-person or online instruction. We believe that in-person and online instruction, assessment, feedback, curriculum, and pacing for all students should be both rigorous and closely aligned, no matter the path chosen. We also understand that adjustments and improvements will be made throughout the year to better serve the needs of our students and to increase student achievement.

By agreeing to the contents of this document and signing the form, I acknowledge that I am un-enrolling my child for PHYSICAL ATTENDANCE at _____ and enrolling him/her in the Marshall County Schools Virtual Learning program. I am also acknowledging that I have **adequate internet access at home, as well as an appropriate device with which my child can engage in virtual learning.** I will take my child's virtual learning seriously and will abide by the school's and teachers' expectations for parents and students to the best of my ability. The expectations of the virtual learning program include:

INSTRUCTION

- Students must be engaged in instruction – lessons, activities, and work – for 6-1/2 hours a day (4 hours a day for Kindergarten students), per State Board Rule 0520-01-17 “Continuous Learning Plans for the 2020-2021 School Year”. This policy defines “instructional time” as the amount of instruction provided through synchronous (live) or asynchronous (separate time) sessions, or a combination of the two. To the extent practicable, instruction delivered remotely must be commensurate in quality, rigor, and effectiveness as in-person time.
- Teachers and schools may be using different methods and platforms to deliver the content and curriculum, so students must be willing to adapt to whatever type of virtual instruction their teachers are utilizing.
- Students will turn in assignments according to individual teacher's expectations and deadlines. If a student cannot complete that assignment for any reason at all by the time it is due, he/she should contact the teacher to get help or make other arrangements.
- If a teacher requests a virtual conference or a phone call with either the student or parent, the student and/or parent must follow up with the teacher within 24 hours to schedule the meeting.
- If students are struggling to grasp concepts or master learning objectives, they have a responsibility to communicate that to their teacher(s) so that teachers will know how they can further assist them.
- Students will still have to take end-of-course or end-of-year exams, including TN Ready state testing. **Teachers also have the discretion to ask students to come in at mutually agreed upon time to take tests, including but not limited to CFAs, Nine-Weeks Exams, Midterm Exams, and Final Exams.**

ATTENDANCE

- Online attendance is the delivery of instruction and assignments by the teacher, completion of assignments by the student, with grades and feedback provided from the instructor to the student. K-4 students must have at minimum a 50/50 split with 50% being direct interactive instruction from the teacher. 5-12 students must have at minimum a 25/75 split with 25% being direct interactive instruction from the teacher
- Students must log in to their classes, complete assignments, and communicate with their teachers. Attendance will be taken through teacher contact or using the Google platform. Teachers will notify schools of student absences.
- Marshall County Schools Attendance Policy (6.200) still applies to students attending virtually, including the three-tiered truancy procedures. If a student is absent from virtual learning, the parent must submit a note or medical excuse for the absence to the school within three days of the absence or the absence will be considered unexcused. Students will have the opportunity to make up any missed assignments. It is the student's responsibility to arrange make-up work with their teacher.
- If satisfactory attendance is not met, the student will no longer qualify for virtual learning. At three unexcused absences, Tier I interventions will begin. Continued unexcused absences will ultimately result in removal from the Virtual Learning Program and/or a referral to Marshall County Juvenile Court.

REMOVAL, WITHDRAWAL, OR TRANSFER

- If a student is removed from the virtual learning program for any reason, he/she will be expected to re-enroll for physical attendance at his/her school.
- Failure to re-enroll for physical attendance within 10 school days or withdraw from the Marshall County School System and into a homeschool or other state-approved school will result in the student being considered truant and cited to court.
- If a student wants to withdraw from the virtual learning program and the Marshall County School System altogether, a parent of the student must go to the student's school building and file normal withdrawal and transfer paperwork.
- **Any student who is beginning the school year in the virtual learning program or chooses to enroll in the virtual learning program upon enrollment in the Marshall County School System has 7 days to request in writing to re-enroll for physical attendance. Requests must be directed to the school principal. After 7 days enrolled in the virtual learning program students may only request transfers back into the physical school building at the end of each Nine Weeks Period. If a student is in the virtual learning program, he/she must remain in the program until at least the end of that Nine Weeks Period, unless the student is withdrawing from the Marshall County School System.**

I understand that if I do not abide by the content and expectations laid out in this document, my child may be removed from the virtual learning program by my child's school principal.

Student's Name/Grade: _____

Signature of Parent/Guardian: _____ Date: _____

Parent's/Guardian's name: _____ Telephone Number: _____
(Please Print)

Marshall County 2020-21 Virtual Learning Expectations

Technology

- The district will purchase 3,300 Chromebooks with CARES Act money.
- All students will be issued a Chromebook at the beginning of school.

Teacher Expectations

- The expectations below apply for optional online students and in the event that all students are online.
- All teachers will attend Google training provided by the district. Six hours of training from Doug Eaton in some capacity is mandatory.
- All teachers will report to school 5 days per week for normal business hours to provide rigorous aligned online teacher-led instruction, assessments, and feedback using a high-quality curriculum following the district pacing guide.
- This can be done by videoing in-person classroom lessons using Google Meet, allowing online students to join live, and posting the recorded lessons daily. Schools may also choose to host virtual classes through Google Meet by designated teachers, or any other teacher driven means as assigned by the building principal.
- Teachers will be available during normal business hours for virtual and physical office hours to give feedback and assistance to online students.
- Special Education and ESL teachers will provide support to their students and work with classroom teachers to modify instruction.
- Non-instructional staff and specialty teachers will support others in the building with miscellaneous operational and service needs at the discretion of the building principal.

Principal Expectations

- Meet with teachers or a group of teacher leaders to develop norms for virtual instruction, virtual learners, and possible changes to the virtual learning parent agreement form.
- How do we ensure rigorous online instruction?
- How do we ensure a quality online curriculum?
- How do we ensure alignment between in-person and online students?
- How do we administer quality online assessments?
- How do we give quality feedback to online students? How often?
- How do we remediate online students?
- How will online lessons be distributed, collected, and graded?
- How will we support online special education students?
- How will we communicate with parents of online students? How often?
- What support do you need from the district?

	Exposure - No Symptoms	Diagnosis - No Symptoms	Symptoms
Who	Staff or student reports that they were exposed to someone with COVID-19 within the last two weeks, but is NOT symptomatic	Staff or student reports that they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Staff or student presents with at least one of the following COVID-19 symptoms, but not limited to (fever...chills...shortness of breath/difficulty breathing...new cough...loss of taste or smell)
Staff Member	<ul style="list-style-type: none"> Stay home / Immediately go home Can return to school in 14 days since the last close contact, if no symptoms develop, or present a negative test. Can teach virtually (if applicable). Wear a face mask/covering until able to leave the building. Work with a mask? 	<ul style="list-style-type: none"> Immediately go home and notify direct supervisor (wear face mask while leaving) Notify parents of the classroom via Remind with the confirmed case. The Health Department will conduct contact tracing with school assistance, then notify those that have been exposed. May return to work if: <ul style="list-style-type: none"> At least 10 days have passed since the test and fever free for at least 24 hours; OR Receive two negative tests results in a row, at least 24 hours apart. Can teach virtually (if applicable). <p>If diagnosis is reported during the school day:</p> <ul style="list-style-type: none"> Close off the area used by the sick person. Wait at least 4 hours, then clean and disinfect the area. Relocate students to an isolated area. 	<ul style="list-style-type: none"> Immediately go home (wear face covering until able to leave the building). If a person has a negative COVID-19 test, they can return to work once there is no fever, without the use of fever-reducing medication and if they have felt well for 24 hours Can teach virtually (if applicable). <p>If the person is diagnosed with COVID-19 they can return to school when:</p> <ul style="list-style-type: none"> At least 10 days since the positive test; AND At least 24 hours fever free without fever-reducing medications; AND Improvement in symptoms (e.g. cough, shortness of breath); AND Health Dept. letter stating they are released to return. <p>If the person does not get a COVID-19 test but has had the symptoms, they can return to school when:</p> <ul style="list-style-type: none"> At least 24 hours fever free without fever-reducing medicines; AND Improvement in symptoms (e.g. cough, shortness of breath); OR They provide documentation from a physician indicating symptoms are not COVID related and it is safe to return to work. <p>If diagnosis is during the school day:</p> <ul style="list-style-type: none"> Close off the reported area used by the sick person. Wait at least 4 hours, then clean and disinfect the area. Relocate students to an isolated area.
Student	<ul style="list-style-type: none"> Stay home / Immediately go home Can return to school in 14 days since the last close contact, if no symptoms develop, or present a negative test. Can participate in virtual learning (if applicable). Wait in a designated area under adult supervision until able to leave. Wear a face mask/covering until able to leave the building. 	<ul style="list-style-type: none"> Immediately go home and notify administration Notify parents of the classroom via Remind with the confirmed case. The Health Department will conduct contact tracing with school assistance, then notify those that have been exposed. May return to school if: <ul style="list-style-type: none"> At least 10 days have passed since the test and fever free for at least 24 hours; OR Receive two negative test results in a row, at least 24 hours apart; Can participate in virtual learning (if applicable). Wait with face covering in a designated area with adult supervision until able to leave Wear a face mask/covering until able to leave the building. <p>If diagnosis is reported during the school day:</p> <ul style="list-style-type: none"> Close off the area used by the sick person. Wait at least 4 hours, then clean and disinfect the area. Relocate students to an isolated area. 	<ul style="list-style-type: none"> Immediately go home (wear face covering until able to leave the building). If a person has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medications and they have felt well for 24 hours. Can participate in virtual learning (if applicable). Wait in a designated area with adult supervision until they leave school. Wear a face mask/covering until able to leave the building. <p>If the person is diagnosed with COVID-19 they can return to school when:</p> <ul style="list-style-type: none"> At least 10 days since the positive test; AND At least 24 hours fever free and without fever-reducing medications; AND Improvement in symptoms (e.g. cough, shortness of breath); AND Health Dept. letter stating they are released to return. <p>If the person does not get a COVID-19 test but has had the symptoms, they can return to school when:</p> <ul style="list-style-type: none"> At 24 hours fever free without fever-reducing medicines; AND Improvement in symptoms (e.g. cough, shortness of breath) AND They provide documentation from a physician indicating symptoms are not COVID related and it is safe to return to school. <p>If diagnosis is reported during the school day:</p> <ul style="list-style-type: none"> Close off the area used by the sick person. Wait at least 4 hours, then clean and disinfect the area. Relocate students to an isolated area.

*Exposure is defined as being within 6 feet for 10 minutes or more of someone who has tested positive for COVID-19 within the last 10 days OR living with someone who has tested positive within the last 10 days.

MARSHALL COUNTY SCHOOL SYSTEM
Administrative Procedures
5.15

Effective Date: ?????

Revised Date:

Section: *Personnel*

Subject: *COVID-19 Potential Exposure Guidelines for Staff*

Related Policy:

I. PROCEDURES

As a designated Critical Infrastructure workplace, Marshall County Schools is committed to the following guidelines as part of our obligation to manage potentially exposed¹ employees as they return to work in ways that best protect the health of those employees, their co-workers, our students, and the general public.

Marshall County Schools employees who have had an exposure to a person as defined by the CDC and by this administrative procedure, but remain entirely asymptomatic themselves, will adhere to the following practices:

PRE-SCREEN: Marshall County Schools will check the exposed employee's temperature and assess symptoms prior to the start of each school day. Such an exposed employee must contact the school office upon his/her arrival to a building and someone will come to complete the screening prior to his/her entrance into any school building or function.

REGULAR MONITORING: As long as a temperature or other symptoms are not present, such an exposed employee will self-monitor with assistance from the school nurse.

WEAR A MASK: Such an exposed employee will wear a face mask while in any building for a period of time which totals 14 days after his/her last COVID-19 exposure. Marshall County Schools will supply face masks, or the employee's personal mask selection can be approved.

SOCIAL DISTANCE: Such an exposed employee will maintain social distance of 6 feet or more as practical within the workplace.

DISINFECT and CLEAN WORKSPACES: Custodial staff will be alerted to more thoroughly address the cleaning needs of an exposed employee's classroom or designated workspace.

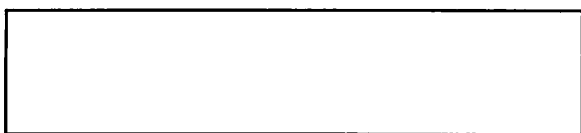
NOTE: *If an employee has had an exposure as defined under this administrative procedure, and if that employee develops any COVID-19 symptoms, the employee is asked to stay home and alert his/her supervisor.*

The Department of Homeland Security previously defined "critical infrastructure" employees/workers to include "educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions." The Department of Homeland Security also previously opined that "individual jurisdictions should

add or subtract essential workforce categories based on their own requirements and discretion.” As recently noted by the American Academy of Pediatrics, “schools are fundamental to child and adolescent development and well-being and provide our children and adolescents with academic instruction, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and by enacting this administrative procedure, the Marshall County Board of Education and its Director of Schools wish to designate all school system employees/contractors as part of our “critical infrastructure” to provide such fundamental benefits and services to Marshall County students, even during this time of pandemic.

¹According to the CDC, a potential “exposure” means having either a household contact or a close contact (within 6 feet) with an individual confirmed or suspected of having COVID-19 (within 48 hours before said individual became symptomatic).

II. ATTACHMENTS



Jacob Sorrells, Director of Schools



COVID-19 FAMILIES FIRST LEAVE REQUEST FORM

EMPLOYEE NAME: _____

POSITION: _____ SCHOOL/LOCATION: _____

By requesting leave under the Families First Coronavirus Response Act, I certify that I am unable to work, including unable to telework (work from home) for the following reason:

- 1. I am subject to a Federal, State or local quarantine or isolation order related to COVID-19.
- 2. I have been advised by a health care provider to self-quarantine related to COVID-19.
- 3. I am experiencing COVID-19 symptoms and I am seeking a medical diagnosis.
- 4. I am caring for an individual subject to an order described in (1) or self-quarantine as described in (2).
- 5. I am caring for my child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
- 6. I am experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Please provide a doctor's note or appropriate documentation with this form.

I understand that if I qualify for leave under:

Reasons 1-3, this entitles me to an additional two weeks of paid sick leave paid at the higher of either my regular rate of pay or Federal minimum wage, limited to no more than \$511 daily.

Reasons 4 or 6, this entitles me to an additional two weeks of paid sick leave paid at the higher of either 2/3 of regular rate of pay or Federal minimum wage, limited to no more than \$200 daily.

Reason 5, this entitles me to an additional two weeks of paid sick leave at the higher of either 2/3 of regular rate of pay or Federal minimum wage limited to no more than \$200 daily. If I have been employed for at least 30 days prior to this leave request, I may be eligible for up to an additional 10 weeks of family medical leave under the same partial (2/3) rate of pay.

Employee Signature

Employee phone number

Date

Approved by:

Director of Schools Signature

Date



MARSHALL COUNTY BOARD OF EDUCATION

700 Jones Circle

Lewisburg, Tennessee 37091

Telephone: 931-359-1581 Fax: 931-270-8816

<https://mcstn.net>

I pledge to review the ***Student Computing Device Contract*** with my child and support him/her in following the pledge.

I understand that by agreeing to pay the annual MCS Protection Plan payment will cover my child's assigned device for repairs and a one time device replacement over the course of three years. If I opt out of the protection plan, I understand that I am held liable for any damages to the device, which could cost up to \$258 as stated in the current MCS Policy. I understand that my child's ability to use and have access to technology is imperative for his/her future success in today's job market; therefore, my child will receive my full support in their academic endeavors.

I understand that my child's device must be returned to Marshall County Schools at the end of the school year (or upon his/her withdrawal from the school system). The device must be returned in good condition and in working order.

I am choosing the protection plan option:

_____ I will pay the optional \$30 annual payment by cash or check (Circle One)

_____ I decline the optional protection plan, and take full financial responsibility for my child's device, not to exceed \$258.

Student's Name: _____

School: _____

Parent/Guardian Signature: _____ Date: _____