



CULLMAN
CITY SCHOOLS

Cullman City Schools Roadmap to Reopening Schools Plan

General Guidance

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Susan Patterson, Ed.D

Superintendent

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Mr. Mike Donaldson	Career & Technical Education Coordinator	mdonaldson@cullmancats.net
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Cullman City Schools Contacts

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Secretary - Mrs. M'Kori Johnson

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School Nurse - Mrs. Kalysha Whittle

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School Nurse - Mrs. Amanda Baker

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CULLMAN HIGH

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Principal - Mrs. Kim Hall

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WEST ELEMENTARY

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CULLMAN MIDDLE

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School Nurse - Ms. Shan Goodlet

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Introduction

Dear Bearcat Family:

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

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

1. Wellness
2. Operations and Facilities
3. Instruction and Technology (Traditional and Virtual)

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

We will get through this together.

Sincerely,
Susan Patterson, Ed.D Superintendent

The CCS Roadmap to Reopening is available both online and as a printable PDF. Click here to download and print the CCS Roadmap to Reopening.

Guideline Resources:

[ADPH Back to School Toolkit](#)
[Safer Order at Home 4th Draft](#)



Important Dates

Current

Online registration for each school

August 10, 2020

Teachers return to campuses

August 11-13, 2020

Professional development for teachers through Google Meet

August TBD 2020

Open House for new students/students transitioning to a new school will be determined by the local school and will be communicated to parents and guardians in early August via social media.

August 19, 2020

First day of school for students (Virtual and Traditional)

Wellness

The Cullman City Schools have diligently worked to develop a wellness plan to reduce the risk of COVID-19 to their students and employees while in the school setting. Utilizing the guidelines given by the ADPH, ALSDE, CDC, OSHA and those issued by the Governor's Office, this plan addresses many facets of wellness.

SCHOOL ROLE: Per our notifiable disease rule, the Healthcare Provider, school nurse, or principal should immediately report COVID-19 positives or suspects to public health using our online ADPH Report Card. <https://www.alabamapublichealth.gov/covid19/healthcare.html>

EMPLOYEE TRAINING

One of the greatest defenses in the fight against COVID-19 is to ensure that our administrators, faculty, staff, and even substitutes receive the guidance and help they need to be successful in reducing the risk of COVID-19 in the school setting.

- All staff will be required to complete the annual *Standard Precaution Training* before school begins via Google Classroom.
- Staff will be role models and encourage handwashing and basic respiratory hygiene, such as covering the mouth when coughing.
- Each school nurse will be a resource person for student educational activities, such as age-appropriate educational videos on hand-washing, covering one's mouth when coughing or sneezing, and how to wear a face covering if needed.
- Self-care information and resource links will be sent out to staff periodically.
- Posters will also be made available for classrooms and school hallways.
- Health tips regarding hygiene will be shared on social media and websites for all schools.
- Each school will develop a classroom/school Safety Precautions for COVID-19 plan. This plan will be given to all employees including substitutes.

STUDENT/STAFF SCREENING CONTINUUM

Our primary goal during the 2020-21 school year is to ensure that our students/staff stay healthy and safe while under our care and guidance. We need our parents/guardians to help with this endeavor. **Home is the first, and most important, point on the screening continuum.**

HOME SCREENING

Parents/Guardians should screen and monitor their children for any signs of illness including: fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; and diarrhea. Parents should keep their child home if he/she has any symptoms of illness.

- 1. Does your child/ Do you have a temperature of 100.4 degrees or more today?
- 2. Does your child / Do you have a sore throat?
- 3. Does your child / Do you have a cough?
- 4. Does your child / Do you have a loss of smell or taste?
- 5. Does your child / Do you have shortness of breath?
- 6. Does your child / Do you have close contact with a positive COVID case?

- Attendance at school will confirm whether the student or staff has answered “no” to all questions.
- Answering “yes” to any of the questions means the student or staff should stay off-site and notify the school nurse.

SCHOOL SCREENING

In the event a student begins to show symptoms of COVID-19 while at school:

- The teacher should call and inform the nurse.
- The student should be sent to the nurse’s office or quarantine area.
- The teacher should notify the custodian so that the area can be sanitized properly.

- The nurse should notify school administrators and the parents.
- It is the responsibility and duty of the Alabama Department of Public Health to contact trace known cases and to notify individuals of possible exposure to COVID-19.
- Be mindful of student privacy and share information with only “Need to Know” personnel.

In the event a student notifies the teacher that they or someone in their home has tested positive for COVID-19:

- The teacher should notify school administrators.
- If the student was recently in attendance at the school, the custodian should be notified so that the area can be sanitized properly.
- It is the responsibility and duty of the Alabama Department of Public Health to contact trace and then notify individuals of possible exposure to COVID-19.

QUARANTINE SPACE

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

NURSE OFFICE VISITS

- Limit well child visits with minor problems (ex. Keep bandages on hand for minor cuts and abrasions and clothing for student bathroom accidents).
- Teachers/Staff should call a school nurse before sending a student to them to limit the number of students in the health room and limit exposure.
- School Nurse will work closely with administrators in developing a plan to isolate a sick child until he/she is checked out of school.
- School Nurse will continue to develop Individual Health Plans for students with

chronic health problems.

- School Nurse will assess the student and take appropriate actions. If indicated, a student may be asked to wear a face covering until he/she is checked out of school.
- School Nurse will sanitize and disinfect as needed.

TEACHER GENERAL GUIDANCE

Prior to Arriving at Work

- **Check your temperature at home** - If you have a fever, contact your supervisor immediately and follow instructions before returning to work.
- **Assess your wellness** - If you notice an increase of symptoms (cough, fever, chills, muscle pain, shortness of breath, sore throat, a loss of taste or smell, diarrhea, etc.) related to COVID-19, contact your supervisor immediately and follow instructions before returning to work.
- **Direct exposure** - In the event you have been in contact (closer than 6 feet for more than 15 minutes) with someone who has tested positive for COVID-19, contact your supervisor immediately and follow instructions before returning to work.
- **Positive COVID-19 Results** - In the event you test positive for COVID-19, you should notify your supervisor, contact Mike Donaldson (mdonaldson@cullmancats.net) for appropriate leave steps, follow the directions of your medical provider, and obtain one negative COVID-19 test result before returning to work.

During the Workday

- Clock-in and out using your device rather than a common-use computer.
- Phone, email, or text co-workers and avoid face-to-face contact when possible.
- Follow posted rules and keep 6 feet apart from coworkers when using common-use spaces (breakrooms, meeting rooms, etc.).
- If you must work less than 6 feet from any other person, you should wear a face covering to the greatest extent practicable per current health order.
- When using common-use appliances (microwaves, refrigerators, ice makers,

etc.), you should wash your hands with soap and water prior to and after use.

- Coffee pots and water fountains should not be used until further notice. Single-serving coffee makers (such as Keurigs) may be used, but the rules for common-use appliances apply.
- If you must be absent from your position for any reason (not COVID-19 related), you should follow normal protocol.
 - Request leave from your supervisor electronically.
 - Ensure you have obtained a substitute.
 - Notify your principal or supervisor.
- As in the past, Board policy requires appropriate and available leave be used for any absence. At this time, the only change in the leave policy from previous school years is the addition of the [Families First Coronavirus Response Act \(FFCRA\)](#). If you have questions about leave, you may contact Mike Donaldson at the Central Office.

CULLMAN CITY SCHOOLS' PERSONS WITH COVID-19

- All persons (employees, students) who are diagnosed with COVID-19 should immediately notify the school nurse at their school and complete the CCS COVID-19 Self Reporting Form: <https://www.cullmancats.net/COVIDSelfReport>.
- Please check the Alabama Department of Public Health's website for the Isolation and Quarantine Timeframes for COVID-19 chart and follow their guidance. The chart and information can be found at <https://www.alabamapublichealth.gov/covid19/assets/cov-timeframes-isolation-quarantine.pdf>.

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

COVID-19 IN THE HOUSEHOLD AND CLOSE CONTACTS

- Students or employees with an immediate household member and/or close contacts that have been determined positive for COVID-19 should consult their medical professional.
- Before returning, this individual must meet the applicable ADPH guidelines for

returning to work or school.

- Students and employees who exhibit symptoms or test positive must meet the requirements to return to campus.
- If a student is on home quarantine, he/she will be immediately placed on remote learning to avoid loss of instructional time.

NOTIFICATION OF EXPOSURE

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

FACIAL COVERINGS

- Any required use of facial coverings will be governed by the Alabama Health Orders issued by Governor Kay Ivey and the Alabama Department of Public Health. The current order (Amended July 15, 2020) requires facial coverings for all persons age seven years old and older. *Students age six and under are strongly encouraged to wear facial coverings.* Parents of students with medical conditions or disabilities that prevent wearing facial coverings should contact the school nurse for additional information.
- Face masks will be used by CCS employees and staff.
- Students will also wear masks unless under the age of 6 and under or underlying health issues that prohibits it.
- Parents/Guardians should provide their students with facial coverings. Facial

coverings must adhere to CCS Code of Conduct.

- CCS will provide staff with a facial covering.

STUDENT NEEDS

- Each school will provide a supply list for students. Students will not share supplies.
- Parents/Guardians should provide their students with facial coverings.
- CCS strongly recommends students have a water bottle labeled with their name.

STUDENT AND STAFF SOCIAL-EMOTIONAL WELLBEING

- Cullman City Schools is committed to educating the whole child. Cullman City Schools has comprehensive student support systems including school-based mental health and community resources. If parents/guardians feel their student needs additional support, please contact the school counselor.
- Students will complete a brief Social Emotional Learning (SEL) assessment.
- School counselors will conduct SEL and prevention lessons in the classroom and virtually throughout the school year.
- Licensed professional counselors will be available at each school on a rotating schedule.
- Parents may contact the Guidance Department to obtain counseling referrals for their child if it becomes necessary.
- School counselors will provide SEL lessons/activities for families participating in virtual school.
- Teachers will be trained on how to best address student questions, concerns, and anxieties relating to the pandemic and school changes.
- Counselors will conduct voluntary social emotional teacher surveys in order to make sure teachers are receiving the support they need.
- Self-care information and resource links will be sent out to staff periodically.
- Staff is encouraged to contact the counselor in the event a counseling referral becomes necessary.
- Support Resources include:

[Helping Children and Families Cope With COVID-19](#)

[Self-Care During COVID-19 – For Student Support Professionals](#)

- Community Resources include:

[Alabama Public Health](#)

[Alabama State Department of Education](#)

[AHSAA](#)

[Cullman City Schools](#)

- For additional questions please refer to the [Cullman City Schools website](#).

Operations and Facilities

The Cullman City Board of Education understands the importance of maintaining healthy learning environments especially during the challenging aspects of COVID-19. All of the Cullman City Schools are equipped with an Electrostatic sprayer and other cleaning equipment to minimize the spread of bacteria and viruses. Our schools are developing specific, detailed operational plans that are unique to their school facilities and school population. These plans include: best practice strategies, class/group transitions, modified schedules, and research-based operations for the staff and students at higher-risk for COVID-19. All school plans will include the following guidelines.

ENHANCED FACILITY CLEANING

- Custodial staff will be trained in recommended cleaning guidelines issued by OSHA and CDC.
- CNP workers, nurses, and custodians will be provided with PPE as necessary.
- PPE can be requested by other personnel and provided based on availability.
- All school campuses will undergo enhanced cleaning operations on a daily basis.
- Frequently touched surfaces, including lights, doors, benches, and bathrooms will undergo multiple cleanings throughout the day.
- Signage will be placed in all schools regarding frequent hand washing, cough and sneeze etiquette, and proper use of tissues.
- Hand soap or hand sanitizer, tissue, and wastebaskets will be in every room that holds students.
- Hand soap or hand sanitizer will be made available on each hall in the school.
- High school students will be permitted to bring personal hand sanitizer.
- Hallways will have pathing signage to ensure the proper flow and direction of students when moving through the school.
- Classrooms that have a confirmed COVID-19 diagnosis will not be utilized until the room is cleaned and sanitized by custodial staff with a Electrostatic Disinfectant Machine.
- All restrooms will be stocked regularly with antibacterial soap and paper towels.

- Air filters for the individual school will be changed regularly.

CHILD NUTRITION PROGRAM

- The BOE and the local schools will work with the ADPH to follow current guidance. The CNP Coordinator and lunchroom manager will work with the principal to develop the procedures for each school.
- Occupancy in cafeterias will be reduced by:
 - Spaced seating (utilizing outdoor space as practicable and appropriate).
 - Rotating schedules for eating in the cafeteria and classrooms.
- Longer meal periods will be in place for a more staggered meal service. CCS will continue standard operating procedures while taking additional preventive measures such as:
 - Washing hands before and after meal service for students and staff.
 - Providing hand soap and/or hand sanitizer for students and staff when entering a serving area.
 - Cleaning of cafeterias and high-touch surfaces throughout the school day.
 - Using disposable plates, utensils, etc.
 - Eliminating self-service of food items.
 - Serving more items that are convenient such as grab-and-go boxes and reduced menu choices.
- CNP staff will wear face coverings and gloves at all times when in contact with students and staff per health department regulations.
- Breakfast should not exceed the 50 percent occupancy in the lunchroom. Specific school procedures will be determined by the school principal. *There will be no breakfast or lunch visitors.*
- Parents/Guardians may not bring food to the school building.
- Students who bring meals from home will need to pack items that do not require heating or reheating.
- All food items and beverages should be sent with the student. If a parent/guardian must bring a child's forgotten packed lunch, he/she will need to

buzz in at the school entrance and wait for a staff member to retrieve it.

- Snacks and food items are limited to each child. No items may be brought from home for a class or group of students.
- Staff and students are strongly encouraged to make prepayments through MySchoolBucks <https://www.myschoolbucks.com> to limit contact with cash transactions. If cash payments are made, change will not be given. The excess funds will be placed in the student's account.
- If a parent/guardian needs to apply for free or reduced lunch, please complete the online form: <https://www.myschoolapps.com>
- Should school(s) transition from traditional learning to hybrid learning or remote learning due to COVID-19, the system will work to provide students with meals upon request. A plan for preparation and pickup will be provided and shared via parent email, social media, the CCS mobile app, and/or school webpages.

CLASSROOM ORGANIZATION

To the greatest degree possible:

- Student desks and tables should be spaced apart as much as is feasibly possible and placed in forward-facing rows to adhere to social distancing and limit face-to-face interaction.
- Flexible seating should be removed.
- Tables will have limited seating to accommodate distancing.
- All teachers must maintain a seating chart for each class.
- Classroom teachers should remove all materials of cloth and other soft surfaces within the classroom environment. (rugs, beanbags, reading tents, etc.)
- Transitions within the classroom should be posted to allow for social distancing while moving within the classroom.

GUESTS

- Until further notice, there will be no lunch or classroom visitors.

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

INSTRUCTIONAL FIELD TRIPS

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

LARGE GATHERINGS

- No group larger than 50, given that social distancing guidelines and post assembly sanitation requirements are maintained.
- Each school will develop a plan for large gatherings.
- Events and attendance may be limited per health guidelines.
- Consideration will be given to parents of participating students for limited attendance of large gatherings.

LIBRARY BOOKS

- Library Media Specialists will deliver trade books/resources to the classroom upon request by the classroom teacher.
- If trade books are taken home, the books will be disinfected upon return to the classroom.
- Media Specialists will promote online book resources to students and families.
 - Capstone Online books
 - Alabama Virtual Library

- School's Online Catalog ebooks
- Cullman Public Library- Camellia Net
- When the Media Specialist collects the books/resources left in a classroom, those items will be disinfected before being redistributed to other students.

LOCKERS

- Lockers will not be used.
- Extra-curricular use of lockers will follow guidance provided by the AHSAA.

SIGNAGE

- Signage will be placed in all schools about frequent hand washing, cough and sneeze etiquette, and proper use of tissues.
- Signage will be utilized to organize flow of transitional areas such as hallways, lunchroom, entrances and exits of buildings.

TEXTBOOKS

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

TRANSPORTATION

- Parents provide transportation for students at all schools.
- One regular handicap bus route runs daily to all city schools.
- Buses utilized for extracurricular activities will maintain a seating chart of students for each trip.
- Students will be in assigned seats.
- All buses will be cleaned and sanitized before each route.
- Drivers will focus on cleaning handrails and high-touch areas before each route.
- If a bus driver observes a student exhibiting symptoms on the bus, the driver will

move that student to the first seat on the bus and ensure the student is wearing a facial covering. The driver will inform the school when this occurs.

- Students will enter and exit the bus one person at a time with a routine in which one person steps off the bus the next student stands up to exit the bus.
- In the event of a positive COVID-19 test, the affected bus will be cleaned with Electrostatic sprayer and other cleaning equipment to minimize the spread of bacteria and viruses.
- CCS will open roof hatches or windows (when weather permits) to keep fresh air circulating.

WATER FOUNTAINS

- Water fountains will be disabled.
- Students are encouraged to bring personal, individual water bottles.
- Bottle fillers may be available at some school locations.

REVISED SCHOOL PROCEDURES FOR 2020-2021

GRADES K-12 REGISTRATION

- All registration should be completed online. Returning students have been sent codes to complete online registration. Online registration should be completed at [2020 - 2021 school year, please use this link to complete the registration process](#) Note: Parents/Guardians must have their child's Snapcode to complete the online registration.
- [Should you need a Spanish translation of the 2020 - 2021 registration form, click here](#) Aquellos que reciben un registration code para inscribirse para el año escolar **2020 - 2021**, por favor use [este enlace](#).
- **New students-** Parents/Guardians should contact their respective school to register for school.
- Students will not receive a schedule or be assigned a teacher if the registration process is not completed. If a student does not receive a schedule or a teacher assignment, please contact the school for assistance.

ENROLLMENT IN CULLMAN INNOVATION ACADEMY (VIRTUAL SCHOOL)

- Parents/Guardians choosing for their student to attend the full-time virtual school (CIA) should complete the registration process at their local school.
- After registering, the parent/guardian must complete the Cullman Innovation Academy enrollment form. [Click here for the 2020 - 2021 Application](#)

OPEN HOUSE

- Open house for new students and students transitioning to a new school will be determined by the local school. This information will be communicated to parents and guardians in early August via social media.

FIRST DAYS OF SCHOOL

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

ARRIVAL/DEPARTURE PROCEDURES

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

TRANSITION PROCEDURES (MOVEMENT)

- **High School Transitions-** The local school will develop a transition plan based



on their number of students and facility layout that ensures minimal contact with students from other classrooms.

- **Elementary Transitions-** The local school will develop a transition plan based on their number of students and facility layout that ensures minimal contact with students from other classrooms.
- During periods of transition, facial coverings will be worn by all staff and students.

ATTENDANCE

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

EXCUSE FOR ABSENCES

- Students who are ill should not attend school.
- As possible, parents/guardians should contact the school for local procedures.

CHECK-IN PROCEDURE

- For grades Pre-K – 5, parents/guardians should accompany students to the buzzer/camera system at the entrance to check in students. Staff will open the door for students to enter. For grades 6-12, students may walk to the buzzer to be admitted into the building. Parents/ Guardians should not leave until the student is inside the building.
- Each school will have additional procedures posted on their website and available at their school.
- Changes to the procedures will be updated as needed. Parents/guardians will be notified if any changes occur after the school year begins.

CHECK-OUT PROCEDURE

- Parents/Guardians should use the buzzer/camera system to check out the student. Parents/ Guardians should be prepared to show identification at the camera, and should remain at the door until students exit the building.
- Each school will have additional procedures posted on their website and available at their school.
- Changes to the procedures will be updated as needed. Parents/guardians will be notified if any changes occur after the school year begins.

TRANSPORTATION CHANGES

- If a student must temporarily change their mode of transportation home, the parent/guardian must contact the school office.
- Each school will have additional procedures posted on their website and available at their school.
- Changes to the procedures will be updated as needed. Parents/guardians will be notified if any changes occur after the school year begins.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

- Students are encouraged to self-report to administrators, sponsors, or coaches if they have been exposed to someone who has tested positive for COVID-19. The student will then need to abide by applicable protocols.
- All athletic teams, band, cheer, academic clubs will follow guidance as applicable during meetings, practices, transportation, competition and other organized activities provided by the AHSAA, ADPH, ALSDE and the Cullman City Board of Education.
- Only Essential Personnel should be directly involved on sidelines or club-based practices, competitions, etc.
- For more information please visit the [AHSAA Return to Play](#) website.

AFTER-SCHOOL PROGRAMS

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

Instruction and Technology

Due to the ever-changing circumstances and evolving research and guidance regarding COVID-19, CCS continues to prepare the district with strategic plans for a continuum of options: traditional (in-person) classes, remote instructional delivery, hybrid approaches, as well as a virtual (online) option. These plans will ensure that the district is prepared to continue providing a high-quality education for all students no matter the circumstances. At any point during the academic year, CCS may need to switch in or out of any of the options based on the circumstances of the pandemic. *Students may transition between traditional and virtual settings at the end of the first semester.*

INSTRUCTIONAL DELIVERY

The level of community spread and the district's ability to adhere to laws, policies, and guidelines will guide the district's decision-making relative to school reopening and any changes that could occur throughout the school year.

Instructional Delivery Definitions

Traditional instruction: Students will be on school campuses in classrooms with teachers, face-to-face. There will be some changes to the instructional and daily processes to protect teachers and students as much as possible.

Hybrid Instruction: A fraction of students will work on-campus while the remaining students will work remotely. These groups will then alternate so that all students have face-to-face and online interaction.

Remote instruction: With guidance from health officials, there may be periods of time that a classroom or school building must be closed for the safety of students and teachers. In this instance, classroom teachers will teach students remotely. Attendance will be taken and grades will also be assigned for work completed.

Virtual instruction: Students will work on an online curriculum from home. Students will have a teacher to contact who will be responsible to record student attendance (measured by assignment completion) and grades for work completed. Families must commit to a one-semester term at minimum for virtual instruction.

TRADITIONAL LEARNING

Students physically attend classes in a traditional, on-campus setting. Instruction is in-person with the student's teacher(s) each day. Instruction will include paper and digital resources. Traditional learning may transition to **hybrid** learning or **remote** learning should adverse health guidelines warrant it. **Remote learning is NOT the same as the virtual learning option.** In traditional, in-person instruction, schedules may change. Additionally, several health and safety precautions will be in place such as:

- Students, staff, and visitors wearing face coverings during transitions.
- Exceptions will be made only for those students or staff for whom it is not safe to do so due to age, medical conditions, etc
- Parents should pre-screen their children for COVID-19 symptoms and fever at home before sending them to school.
- Students and staff are required to wash hands throughout the day.
- Classroom rearrangements to promote social distancing.
- Carpets will be removed to maximize floor space.
- Student desks should be spaced apart as much as is feasibly possible and placed in forward-facing rows. Flexible seating should be removed.
- All students will participate in digital/virtual lessons throughout each unit while in the traditional classroom to prepare them for remote learning.
- Stagger class changes and prohibit large assemblies.
- Limit nonessential visitors.
- Response protocols for positive cases.
- Limit sharing of resources.
- Changes to cafeteria protocols and eating arrangements.

Hybrid Learning for Traditional Students

Modifications to the traditional 5-day school week to reduce class sizes and building capacities by 50% to allow for better social-distancing.

Hybrid Instruction

Monday	Tuesday	Wednesday	Thursday	Friday
Group A In-Person	Group A In-Person	All Students/ Classes Meet Remotely	Group A Remote	Group A Remote
Group B Remote	Group B Remote		Group B In-Person	Group B In-Person

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

Remote Learning for Traditional Students

With the uncertainty of the pandemic, there could be school specific or district-wide rolling closures. The district will be prepared to “flip the switch” with all students learning remotely if or when circumstances deem necessary. Cullman City Schools will work with students and parents/guardians to prepare for potentially moving from

traditional learning to remote learning. Traditional students will receive instruction from their teacher(s) at home. Grades K-12 will receive instruction digitally.

- **Regular school hours will be maintained by students and staff.**
- 1:1 chromebooks provided for K-12th grades; home internet supports if needed, as available.
- All students will be required to log into **Schoology** daily, complete assignments, and attendance will be tracked by the regular classroom teacher.
- Grades will be earned for assignments and entered into Schoology/ iNow.
- Teachers will continue standards-based, quality instruction for their students through Schoology and Google Meet. Lessons will be a continuance of traditional instruction and will be planned with the same rigor as all other lessons.
- In the event of an extended building closure, students will participate in a minimum of two Google Meets every week for each class. The dates and times will be posted in Schoology on Monday by 8:00 AM. The meeting will aid students with mastering standards via direct instruction and answering student questions. Additional small groups and intervention can be scheduled as necessary.
- Weekly agendas, daily lessons, assignments, and reminders will be posted on Schoology by 8:00 AM each Monday. Students will have a week's worth of tasks Monday - Friday.
- Pacing will mirror the traditional classroom and due dates will be enforced.
- Teachers will post office hours in Schoology so that students and parents/guardians may seek additional assistance.

The following events may lead to remote learning for traditional students:

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

Remote Learning - Extended Student Absence

- Students at home due to quarantine or extended absences will immediately enter remote learning to avoid loss of instruction.
- Grades will be earned for assignments and entered into iNow.
- Weekly agendas, daily lessons, assignments, and reminders will be posted on Schoology by 8:00 AM each Monday. Students will have a week's worth of tasks Monday - Friday.

VIRTUAL LEARNING- CULLMAN INNOVATION ACADEMY

Students who elect to learn from home will attend the ***Cullman Innovation Academy*** for instruction. All learning will be digital via an online platform with virtual teachers acting as instructors and/or facilitators.

- Families may elect for their student(s) to participate in virtual learning from home in lieu of the traditional classroom. Those who select this option may enroll via [Cullman Innovation Academy 2020 - 2021 School Year Application](#). Students must enroll by July 24, 2020.
- The virtual school will begin August 19.
- Students will be enrolled in Cullman Innovation Academy (Virtual School) but will still remain a CCS student and may participate in extracurricular and athletic activities (as appropriate and feasible).
- Students may transition between virtual and traditional settings at the end of the first semester grading period.
- A one-semester commitment will be required for the virtual option with an opportunity to opt out and return to traditional instruction at the end of the semester.
- All learning will be digital via an online platform with virtual instructors and/or facilitators.
- Parents/Guardians will serve as the student's success coach and will support learning.
- Parents/Guardians are responsible for providing and maintaining consistent Internet access.
- Students must use a personally owned compatible computer/device or a CCS-provided Chromebook computer (insurance fee of \$25 is optional).
- Orientation/Training will be required for parents/guardians and students.
- Students enrolled in CIA are assigned coursework via a digital platform. Virtual

instructors will teach and facilitate online learning.

- There is a limited course selection as compared to traditional school. Counselors may guide students in choosing courses that are appropriate for their goals and CCS compatibility.
- Students participating in virtual learning will maintain the same pace, rigor, and grading policies as those who are meeting in the traditional classroom.
- Struggling or failing students may be required to return to their local school for monitoring or a return to traditional classes. (Exceptions may apply for medically fragile students.)
- Daily attendance is required of virtual students and is satisfied by checking in within a set time frame and successfully completing weekly progress goals. Attendance/Tuancy consequences will be applied per Cullman City Schools Code of Conduct.
- Limited on-campus attendance may be required. Students may be required to take major course assessments on campus with a proctor at the teacher's discretion. On-campus state- mandated assessments may be required. (Exceptions may apply for medically fragile students.)
- Transportation to and from the student's local school will be the responsibility of the parent/ guardian.

STUDENTS WITH EXCEPTIONAL NEEDS

TRADITIONAL LEARNING, REMOTE LEARNING, & VIRTUAL

- Once school resumes, CCS intends to collect assessment data, Parent/Guardian input and feedback, and information obtained from general education and special education teachers to revise existing student IEP, GEP, and 504 plans, or where those items do not already exist, to develop them.
- For students who enroll in Cullman Innovation Academy, students with IEP, GEP, or 504 plans, an educational team meeting will be held to discuss the provision of special education services, accommodations and related services.
- For students who enroll in Cullman Innovation Academy, an Individualized Distance Learning Plan will be provided to each parentally placed student. This plan does not change the District's offer of services in the current IEP. However, due to the current pandemic and ongoing parental concerns, the District wishes to partner with families to provide special education services through the Cullman Innovation Academy at their request and make a good faith effort to meet all students' needs in light of their circumstances.

- An Individualized Distance Learning Plan will be written for students with specialized education plans, incorporating parent input, once school resumes for all students participating in traditional school to be activated in the event the student must temporarily move to remote learning.
- Students with special health considerations should be in communication with their local school's educational support committee. The committee will aid students with their learning assignments and determine what modifications or accommodations are needed for participation in their chosen school program.
- CCS will consider students' specific needs around accessibility and provide technology if needed for students to be able to fully participate in their chosen school program.
- Referral-Eligibility meetings, IEP meetings, 504 meetings, and Transition meetings may be held virtually with parents/guardians and all the team members. If parents/guardians are unable to meet virtually due to technology access or prefer an in-person meeting, the team will arrange a meeting with the parents/guardians to attend at their child's local school.
- In accordance with Alabama Literacy Act, students with reading deficits will receive an intervention and/or accommodation plan, and parents/guardians will be notified within 15 days of the student's identification.

ENGLISH LEARNERS

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

multilingual parents/guardians who choose Cullman Innovation Academy when the need arises.

COMPUTER LABS

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

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

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

FLOOR, WALL, INTERACTIVE PANEL ACTIVITY

- Carpets should be removed from the classroom.
- All interactive panels must be disinfected between student use.
- Maintain social distancing guidelines for this activity.

FORMATIVE AND STATE-REQUIRED ASSESSMENTS

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

LIBRARY MEDIA PROGRAM



- Elementary Media Specialists will travel to each classroom. They will select specific books for each particular classroom.
- Secondary Media Specialists will work with teachers on how best to support students. They will travel to each classroom with resources or to instruct students. Student visits to the media center will be greatly minimized or eliminated per health guidelines.

PHYSICAL EDUCATION

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

SMALL GROUPS AND PULL-OUTS OR PUSH-INS

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

SPECIAL AREA CLASSROOMS

(SCIENCE LABS, CAREER TECH, STEAM LABS, ETC.)

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

- Shared equipment will be cleaned regularly.