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AND WILL BE UPDATED REGULARLY.

SEPT 3, 2020 4:30 P.M. - UPDATE

WORKING DOCUMENT RETURN TO SCHOOL

GUIDELINES AND EXPECTATIONS FOR REOPENING SCHOOLS FOR 2020-21

MURFREESBORO CITY SCHOOLS

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The policies, procedures, rules, and regulations contained in this guide may be amended during the course of the school year as needed to protect the health, safety, and welfare of students. Procedural changes may be announced on any/all of the following: Murfreesboro City Schools website, the [SCHOOL] webpage, [SCHOOL] Twitter account, teacher electronic communications, district alerts/communications, automated phone calls, or notices sent home with your child.

Due to the ever-changing circumstances of the pandemic, parents and guardians should make preparations throughout the year in the event that school buildings are closed and remote learning must take place.

Return to School 2020

To best accommodate the ever-changing circumstances, MCS is preparing to begin the school year with

Plan 1: Traditional (in-person) Classes & Choice Distance Learning

- All students will attend full day classes at school with the exception of students whose parents choose distance learning option.
- Parents have the choice of changing from traditional to choice or vice versa at the end of each 9 week grading cycle

However, a continuum of options are planned if needed during the school year including:

Plan 2: Hybrid Instruction

- Pre-K – 2nd grade students attend traditional school, 3rd-6th grade students utilize distance learning

Plan 3: Distance Learning Instruction

- All students will receive instruction via distance learning with the exception of Comprehensive Development Classroom students

These plans provide the best options to continue providing exemplary education for all students regardless of the circumstances. At any point during the academic year, MCS may switch in or out of these options based on the circumstances of the pandemic.

Please know that there is no playbook for a pandemic, and we ask parents and the community-at-large to be patient and flexible as we make uncharted decisions.

Health Services

Glossary:

Home Isolation – separates sick people with a contagious disease from people who are not sick

Quarantine – separates and restricts the movement of people who were exposed to a contagious disease to see if they will become sick.

Close Contact – contact with someone less than 6ft for greater than 10 minutes.

Employee Overview

Any employee who feels sick or experiencing signs and symptoms of COVID-19 should stay home. Any employee who has tested positive, had close contact with a person who has tested positive or has been instructed by a physician or the Department of Health to self-isolate should stay home.

All employees should report any of the above to their supervisor and:

School based employees should report to building nurse.

District wide employees (Technology, maintenance, transportation, central office, nutrition, etc.) should report to nursing supervisor.

Nursing staff in conjunction with Department of Health will trace all contacts and advise as needed.

Illness:

Staff who exhibits symptoms consistent with COVID-19 are to be masked and isolated immediately and sent home as quickly as possible.

Staff should not return until one of the following conditions are met:

- A health care provider has confirmed that the individual's illness is not due to COVID-19 because another explanation has been identified. e.g., fever due to urinary tract infection, strep throat confirmed by a positive strep test, rash from poison ivy, etc.
- Any respiratory diagnosis also needs a negative COVID-19 test to return to school.
- The individual has evidence of a positive COVID-19 molecular/PCR test and has isolated for 10 days plus 24 hours of resolution of symptoms. Results of antibody tests are not reliable and should not be considered proof of immunity or lack of infection. (See Below)
- The individual has self-isolated for a period of 10 days plus 24 hours of resolution of symptoms, regardless of test results (whether negative, positive or not obtained)

Quarantine:

- You are within 6ft of someone that has COVID-19 for at least 10 minutes
- You have provided care to someone that has COVID-19
- You have been advised by your physician or the Department of Health to quarantine.
- If an employee has been tested for COVID-19, employee shall self-quarantine while awaiting COVID-19 test results.
- Employees should quarantine if someone in the household is being tested for COVID-19. If the household contact is negative, the employee may return to work. If the household contact is positive, please refer to quarantine guidelines for amount of time to quarantine.

**Even if you test negative for Covid-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2-14 days after exposure to the virus.*

Home Isolation:

Persons with Positive COVID-19 who have symptoms may discontinue isolation under the following conditions:

- At least 10 days have passed since symptoms first appeared.
- And at least 24 hours have passed since resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath);

OR

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)*.

** A test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.*

Persons with Positive COVID-19 who have NO symptoms may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.
- OR
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness. There have been reports of prolonged detection of RNA without direct correlation to viral culture.

FAQ's

I've had close contact with someone that has Covid-19 and I will not have further close contact or interactions with this person while they are sick. When do I return from quarantine?

Your last day of quarantine is 14 days from the date you had close contact.

I've had close contact with someone who has COVID-19 and I live with them but can avoid further close contact. When do I return from quarantine?

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

A second household member has gotten COVID-19 while on quarantine and I have had close contact with this person.

Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.

I've had Close contact with the person who has COVID-19 and I am providing direct care to the person who is sick, I don't have a separate bedroom to isolate the person who is sick, or I live in close quarters and unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the CDC [criteria to end home isolation](#).

Leave: See HR for Extended FMLA and leave rules.

Considerations for Distance Learning

Determine the threshold to shift to distance learning:

All policy considerations should start with a goal of having students physically present in school. However, districts are encouraged to develop criteria for the consideration of closure of school(s) and/or the district.

Every effort should be made to prevent a district-wide closure, and district administrators should consider it appropriate to close one school, or even a portion of a school, when a case or small outbreak affects only a small number of students or staff. Closures should be as limited as possible to minimize spread from close contacts with the case. District administrators are strongly encouraged to consult with state or local public health officials prior to finalizing a decision to close a school or district.

Nursing Services

These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community.

SICK DAY GUIDELINES FOR STUDENTS AND STAFF

- Fever, chills, generalized body aches. Fever threshold will constitute 100.0 degrees Fahrenheit or higher
- Active vomiting or diarrhea
- The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc)
- Undiagnosed, new, and/or untreated rash or skin condition
- Doctor's note requiring an individualized plan of care to stay home
- If presenting with COVID-19 symptoms (fever, cough, shortness of breath, sore throat, headache, new loss of taste/smell, chills); must follow up with a medical provider with a clearance note prior to returning to school
- Know the signs and symptoms of COVID-19: It is critically important that staff are aware of the signs and symptoms of COVID-19 and are well-aware of the school's planned response when someone in the building is exhibiting signs or symptoms of COVID-19
 - COVID Signs may include difficulty breathing, shortness of breath, chest pressure, new loss of taste or smell, cough, runny nose, body aches, headache, nausea/vomiting, chills, diarrhea
- While waiting for the results of your test, your household contacts should stay at home if you have symptoms of COVID-19. They should not go to work or school and should avoid all public places. If your results are positive, please report to the school nurse.

WHEN TO RETURN AFTER ILLNESS

- Students and staff should not return until one of the following conditions are met:
- A health care provider has confirmed that the individual's illness is not due to COVID-19 because another explanation has been identified. e.g., fever due to urinary tract infection, strep throat confirmed by a positive strep test, rash from poison ivy, etc.
- Any respiratory diagnosis also needs a negative COVID-19 test to return to school.
- The individual has evidence of a positive COVID-19 molecular/PCR test and has isolated for 10 days plus 24 hours of resolution of symptoms. Results of antibody tests are not reliable and should not be considered proof of immunity or lack of infection.
- The individual has self-isolated for a period of 10 days plus 24 hours of resolution of symptoms, regardless of test results (whether negative, positive or not obtained).

<https://www.tn.gov/content/dam/tn/education/health-&-safety/Physical%20Health.pdf>

HEALTH OFFICE CONSIDERATIONS

- Students should come to clinic alone to decrease exposure to possible illness. Other students should not escort to the clinic. If concerns about sending student to clinic alone, they can be escorted by an EA or other adult
- In order to prevent potential exposure and promote isolation please note that students do NOT need to present to the Health office with the following common situations:
- Paper cuts, small abrasions, picked scabs- wash hands and apply band aid if needed
- Minor headaches and fatigue- allow snack/water first. Reassess in 20 minutes
- Mild stomachache and nausea- allow snack/water, restroom. Reassess in 20 minutes
- Localized bug bite- if no allergy history and not spread over large area of skin, apply cool paper towel to prevent scratching/discomfort
- Nosebleeds- have student apply constant pressure for 5 min
- Loose teeth- unless due to trauma
- Anxiety/stress/psychological issues- try redirection or refer to school counselor or other applicable services for collaboration

PRECAUTIONARY PREVENTATIVE SPREAD METHODS

- Wash hands with soap and water for minimum of 20 seconds. If soap/water not available, use hand sanitizer (60% or greater alcohol based)
- Avoid close contact with people who are sick
- Stay home when you are sick
- Cover your cough/sneeze into your elbow or tissue; follow with hand hygiene
- Avoid touching your face. If you do, wash your hands afterwards
- Clean and disinfect frequently touched objects or surface using a regular household cleaning spray or wipe
- Promote non-contact methods of greeting

ENVIRONMENTAL CONSIDERATIONS

- High touch surface cleaning
- Routine environmental cleaning
- Postage throughout campus encouraging frequent hand washing
- Hand sanitizer dispensing units at each building entrance
- Limit food sharing activities
- Limit large group congregation, such as school-wide assemblies

ISOLATION AND PERSONAL PROTECTIVE EQUIPMENT (PPE) STANDARDS IN THE HEALTH OFFICE

**These PPE standards are current best practice due to the COVID-19 pandemic. They are subject to change based on national supply and infectious disease outbreak.

Uniform and standard PPE during pandemic:

In order to prevent cross-contamination between personal and professional environments, as well as to easily identify health office personnel, medical scrubs should be worn by Health Office Staff. In addition to medical scrubs, closed-toe shoes should be worn. Consider the use of booties to be changed when soiled or broken.

- Health services employees and one other designated staff member will have access to N95 respirators
- Consider use of paper/plastic over jacket to protect scrubs from contamination.
- Consider the use of protective eye wear when appropriate

Appropriate PPE must be utilized in conjunction with universal precautions and hand hygiene.

- Hand hygiene is required before and after each office encounter.
- Soap and water scrubbing for 20 seconds is the preferred method.
- If alcohol-based hand sanitizer is used it should have a least 60% alcohol content

Special considerations related to COVID-19

Respiratory symptoms and NO FEVER

- Carefully consider mask during assessment to prevent droplet transmission during close contact
- Evaluate clinical picture if appropriate to remain in school
- Evaluate if the individual has been exposed to someone with a positive or presumed positive COVID-19. Per CDC, individuals with mild symptoms should be cared for by provider with all recommended PPE (gloves, gown, eye protection, and at minimum a fit-tested disposable N95 respirator)
- If student evaluated to not remain in school, a medical follow-up with provider and clearance note may be required (see when to return after illness)

Respiratory symptoms and FEVER

- Facemasks for persons with respiratory symptoms and fever over 99.5 degrees Fahrenheit is recommended if tolerated by the person and developmentally appropriate.
- Consider use of all recommended PPE (gloves, gown, eye protection, and at minimum a fit-tested disposable N95 respirator) for Health office staff, based on clinical picture
- Isolate febrile individual in a separate area until dismissed
- Must be sent home and follow up with a medical provider and a clearance note must be provided to return to school required (see when to return after illness)

COMMUNICABLE DISEASE MONITORING AND SURVEILLANCE

- Every student and staff member should have temperature screening prior to entering the building daily.
- Collaborate with attendance secretaries to record symptoms when students are called in for sick days
 - Health office to record this in electronic medical record (SNAP)
 - RN Supervisor will monitor community and schools for illness and communicable disease trends.
- RN supervisor will monitor up-to-date communications from the Rutherford County Health Department, CDC, Office of the Governor, and TN Board of Education

CONSIDERATIONS FOR CLOSURE OF SCHOOL

All criteria will be monitored and used to make a decision regarding the closure of schools.

Percentage of positive cases in the community, school building and district

Absence rate in schools and district

Absence rate with employees

COVID like illness trends in the school.

Guidance from the state and local government

Guidance from the CDC

- All students and staff who have been in classroom with a confirmed case or who otherwise have had close contact (defined as within 6 feet for 15 or more minutes) with a confirmed case will need to be quarantined at home for 14 days.
- Consider closing a school if two or more classroom cohorts are required to quarantine within a 14-day period (classroom closure periods are overlapping) or if the absentee rate student body is high (see below).
- Consider closing a school if there is widespread exposure of students and staff such that it is not possible to identify and quarantine contacts (e.g. if a staff member who has prolonged close contact with large numbers of students is diagnosed with COVID-19). Schools may want to close temporarily (2-5 days) to allow for contact tracing and reopen if it is determined that the threat to the school at large is low.
- Consider closing the school district if, in consultation with state and local public health officials, it is determined that community transmission is high and there is significant risk of spread through the school population or if absenteeism has impacted staff to the degree that school can no longer be conducted safely in person. Any district closure or school closure should be accompanied with remote learning plan.
- Consider closure of a school or district based upon the following absentee rates as determined from the 2009 H1N1 influenza pandemic:
 - Single-day absentee rate of 5% above baseline
 - Double-day absentee rate of >4% above baseline
 - Triple-day absentee rate of >3% above baseline

https://wwwnc.cdc.gov/eid/article/15/11/09-0798_article

Nutrition Return to School

- All foodservice staff must have their temperature taken before clocking in.
- Anyone with a fever will be sent home immediately, and all areas will be sanitized. The Supervisor of Nutrition will be notified.
- All foodservice staff will be provided a face mask for each day of the week. Masks must be worn at all times, with the exception of the employees' lunchtime.
- Social distancing must be practiced during employees' lunchtime.
- Foodservice staff will wear gloves.
- Foodservice staff will follow PH-SOP4 for handwashing protocol.
- All meal preparation will follow all nutrition department SOP's and Local Health codes.
- Students will need to preorder breakfast and lunch prior to the delivery of the meal(s).
- Breakfast will consist of all prepacked items being sent to the classroom for teacher distribution.
- Lunch will be placed in a three-compartment reusable container (with the exception of milk).
- Foodservice staff will load the lunches on a 3 or 4 tier cart to deliver to the outside of the classroom for teacher distribution.
- Teachers will return the three-compartment container to the cart when students are finished with their lunch. We ask that all uneaten food remain in the container.
- All liquids are to be poured down the classroom sink. The sink must be rinsed after each meal service.
- Foodservice staff will collect all carts containing the food containers.
- The food containers along with all food prep equipment will be ran through the dish machine. FE-SOP7 will be followed meeting health department guidelines.
- Each kitchen will follow all SOP's that they are trained on annually for the safety of all staff members and customers.
- Each delivery person will be asked to put on a mask before entering the building.
- If a foodservice employee tests positive for the Coronavirus, the Supervisor of Nutrition is to be notified immediately.
- The kitchen in which they work will be shutdown.
- All staff members of that kitchen will be quarantined for 14 days.
- The kitchen will receive a deep cleaning before reopening.
- Meals for the school affected will be brought in from another school.

Instruction Return to School

Plan 1: Traditional Learning with Choice Distance Learning Option

- Benchmark as soon as possible utilizing resources/people at schools and central office
- Following scope and sequence on website
- Follow master schedules
- Special Area teachers will push-in and required to wear a mask and wash hands between classes.
- Departmentalized teachers will move to classrooms rather than students.
- Laptops will be used by same student as much as possible and sanitized after each use.
- Each student will need their own supplies to eliminate the need to share
- Attendance and grades will be taken
- PLCs conducted virtually or in-person with masks required
- Grade level student practice books remain at school
- ESL, Interventionists, and SPED teachers will go pick up students and return to sanitized classroom. They will be required to wear a mask and wash hands between classes.
- Professional Development via ZOOM as needed
- Individual manipulative kit provided by grade level teacher manipulatives for ELA and Math
- I Ready 45 minutes weekly
- Lexia as prescribed
- Imagine Learning and A to Z for ELL as prescribed

Choice Distance Learning

Similar guidelines as listed in Option 3

Plan 2: PreK-2 students utilize Traditional Learning, 3-6 students utilize Distance Learning

- Benchmark as soon as possible at school and virtually
- Power standards in ELA and Math are identified per grade level
- Guidelines will be provided for a daily schedule
- Special Area classes will be provided
- Departmentalized teachers will move to classrooms rather than students
- Google Classroom for students at home
- ZOOM lessons provided by teachers—recorded
- Each student will need their own supplies to eliminate the need to share
- Attendance and grades will be taken
- PLCs conducted virtually or in-person with masks required
- Grade level student practice books go home with students
- ESL, Intervention, and SPED classes will be taught to student in-person and virtually via ZOOM
- Online Professional Development to support teachers with distance learning

- Individual manipulative kit provided by grade level teacher manipulatives for ELA and Math
- I Ready 45 minutes weekly
- Lexia as prescribed
- Imagine Learning and A to Z for ELL as prescribed

Plan 3 – All Distance Learning

- Benchmark as soon as possible virtually
- Power standards in ELA and Math are identified per grade level
- Guidelines will be provided for a daily schedule
- Special Area classes will be provided
- ZOOM lessons provided by teachers—sent out by Dojo
- Google Classroom
- Laptops and hotspots available upon request for students when possible
- Attendance and grades will be taken
- PLC conducted virtually or in-person with masks required
- Grade level student practice books go home with students
- ESL, Intervention, and SPED classes taught virtually via ZOOM
- Online Professional Development to support teachers with distance learning
- Individual manipulative kit provided by grade level teacher or virtual manipulatives for ELA and Math
- I Ready 45 minutes weekly
- Lexia as prescribed
- Imagine Learning and A to Z for ELL as prescribed

Special Education (sped)

Plan 1: All Students in All Buildings

Special education teachers and staff will follow the procedures put in place for all MCS employees in regard to all safety precautions.

Assess as soon as possible using the beginning of the year assessment procedures you normally do. A comprehensive list of acceptable screeners/assessments will be made available to you.

More classrooms/spaces if needed to allow for social distancing: maintain small groups (no more than 10 students) as much as possible. Work with administration to determine extra space available in the building (cafeteria, gym, music, library, etc).

Independent/center work for the last five minutes in order to clean between groups.

Students who leave their general education classroom for resource, CDC, Speech, OT, PT, Vision, Hearing, or ELL will follow safety precautions while moving about the building.

Students who leave their CDC room to attend general education, resource, Speech, OT, PT, Vision, Hearing or ELL will follow safety precautions while moving about the building.

Any staff member who moves throughout the school system (occupational Therapists, Physical Therapists, Vision, etc. will work with administration on designated areas within the building appropriate for them to use.

Face masks and face shields will be made available to teachers and students who require them in order to receive their instruction.

IEP meetings may be held in person following safety precautions or may be held virtually. If parents choose distance learning for a student with an IEP, a contingency plan will be created which outlines services and support in the child's IEP or Section 504 Plan during virtual learning. MCS will utilize a combination of remote learning systems and student learning packets.

If the student returns to school, MCS is committed to conduct a thorough review of the educational impact that these unique circumstances have had and determine appropriate next steps to address the child's needs.

If distance learning is chosen, the supplies, materials, or equipment stated in child's IEP will be made available to that student to use at home.

If distance learning chosen, the opportunity to come into school to receive in person related service therapy (OT, PT, Speech, Vision, etc) will be made available. If parent chooses to not bring their child in, this will become part of the child's contingency plan.

Plan 2: Some students in building—some distance learning;

Despite the fact, grade 3-6 will be receiving distance learning, PK- 6th grade students who receive CDC services will have the option to come to school, just as K-2 students. An IEP team meeting will be held to discuss appropriate options and services. This will also include BEST students as they are self-contained.

Distance learning will be provided by a sped staff member if that is the choice parents make for their child who is typically in a CDC classroom. An contingency plan will be created to discuss appropriate option and services. (See Scenario 1 for details)

If a student spends the majority of their day in a CDC/BEST classroom and parents choose distance learning, they will be provided with a device if they don't have one. All other requirements in the parent agreement remain the same.

If a student receives resource services and is in 3-6th grade, they will still participate in their resource time virtually. Their IEP will not change if the only difference in service is that they are provided virtually.

If any student who is participating in distance learning requires related service therapy (OT, PT, Speech, Vision, Hearing, etc.) they may receive these in person at the school if virtual is not applicable.

If parent does not want to bring child in for face-face therapy, a plan for that child will be created by SPED staff and parent.

Manipulatives required for instruction will be provided to any student receiving distance learning.

IEP meetings may be held in person following safety precautions or may be held virtually.

Plan 3: All student virtual

Despite the fact, all grade levels will be receiving distance learning, PK- 6th grade students who receive CDC services will have the option to come to school, just as K-2 students. An IEP team meeting will be held to discuss appropriate options and services. This will also include BEST students as they are self-contained.

If parents of CDC/BEST students choose not to bring their child in, distance learning will be provided by a sped staff member. An contingency plan will be created to discuss appropriate option and services.

CDC/BEST students will be provided a device if they don't have access to one at home.

Assistive technology devices will be provided to students in accordance with the IEP

If a student received resource services, they will still participate in their resource time virtually. Their IEP will not change if the only difference in services are that they are provided virtually.

If any student who is participating in distance learning requires related service therapy (OT, PT, Speech, Vision, Hearing, etc) they may receive these in person at the school if virtual is not an option.

If parent does not want to bring child in for face-face therapy, a plan for that child will be created by SPED staff and parent.

Progress of goals per the IEP, will continue to be assessed and parents will be provided the progress reports every nine weeks as they always have been.

Manipulatives required for instruction will be provided to any student receiving distance learning.

IEP meetings may be held virtually.

Social & Emotional Health

School counselors, social workers, behavior interventionists, ACEs counselors will assist classroom teachers with reconnecting with students and placing personalized relationships at the heart of reopening

- Re-establish safe and welcoming classroom and school communities
- Address academic, behavioral, social, and emotional learning needs
- Supporting students to strengthen their ability to focus and learn
- Supporting staff emotional well-being through training and promoting self-care

Provide individual and small group services utilizing physical distancing and all prescribed precautions in the traditional or hybrid attendance models. Interaction with parents and outside agencies will be conducted virtually.

School personnel will address the social emotional needs of students through existing Social-Emotional Learning (SEL) strategies and practices as well as new approaches designed specifically for the pandemic.

Teachers and paraprofessionals will participate in in-person and virtual professional development activities with a focus on social/emotional learning.

In the event of a 100% Distance Learning - school counselors, social workers and behavior specialists will hold office hours where services can be provided, as feasible, via online, zoom or phone conversations.

Parent engagement sessions (parent learning opportunities) will be provided via virtual meetings and recorded sessions

Custodial Services

Daily Pre-Opening

Staff members will take their temperature with a no-contact thermometer prior to working. If their temperature is 100 degrees or above, they will be sent home.

Custodial Staff should practice “social distancing” as much as possible.

Masks will be required when coming within 6 feet of others.

Staff will make their normal rounds checking to make sure that there are adequate supplies in restrooms facilities.

Staff will use EPA approved cleaning/sanitizing products on all high touch areas with product that provides up to 24-hour protection from bacteria and viruses prior to opening.

During the School Day

Staff will continue to do their normal job responsibilities as assigned by the Principal and Custodial Supervisor.

Extra attention will be paid to the public hand washing and/or hand sanitation station facilities for soap and paper towels due to the anticipated additional need hand washing and sanitizing.

Custodial Staff should practice “social distancing” as much as possible.

Additionally, staff will monitor the high touch areas for additional sanitization.

Nighttime Cleaning Procedures

Evening shift employees will take their temperature with a no-contact thermometer prior to working. If their temperature is 100 degrees or above, they will be sent home.

Custodial Staff should practice “social distancing” as much as possible.

Staff will do their normal work responsibilities utilizing EPA approved cleaning/sanitation products.

Staff will put extra emphasis on sanitizing all touch surfaces with EPA approved cleaning/sanitizing products.

Training and Monitoring

Staff has been trained on all appropriate cleaners and sanitizers and how to use each product to achieve maximum safeguards for all.

Custodial Supervisory staff will monitor to ensure appropriate usage in each building.

Main hallway restrooms will have inspection sheets signed, dated and time of inspection by onsite supervisor multiple times per day.

Bus Transportation

Boarding the bus in the morning-

Students should practice “social distancing” as much as possible at the bus stop while waiting on the bus to arrive.

Masks or Face Covering will be required for students when boarding the bus.

Every student’s temperature will be taken with a no-contact thermometer prior to boarding

If student’s temperature is 100 degrees or above, they will be assigned to the front seat and will be issued a safety mask to prevent the spread of any potential virus.

Students will load the bus starting at the back of the bus and will unload starting at the front.

The maximum number of students per seat will be dependent on the current public health status.

Windows will be open for fresh air circulation when weather conditions allow.

Upon arriving at school –

If temperatures were not able to be taken when boarding, driver will radio the school office to have a school-based employee come out to the bus or at the appropriate school entrance to take the temperatures.

If a student(s) had a fever of 100 or above, that person(s) will be escorted into the school and taken to the isolation area where medical staff will retake the temperature and perform an evaluation. (Siblings will also be escorted to the area for evaluation.) If the student does have a fever of 100 degrees or above, their parent or guardian will be contacted to come pick the child up at school.

Students that did not have a fever will enter the school as normal through the assigned entrance with the students exiting the bus row by row starting at the front of the bus.

Boarding the bus to leave school -

Students will line up to board their bus as determined by the school administration always practicing social distancing as much as possible.

Seats will be assigned based on distance from school and bus routes having students who will ride the bus the longest at the back of the bus and those with the shortest ride towards the front of the bus.

After leaving the bus, students should continue to practice social distancing as much as possible on their way to their homes.

Cleaning and Sanitizing the Bus -

Before students board the bus in the morning, every bus will have been thoroughly cleaned and sanitized with EPA approved products. Long term (24 hour) virus kill products will be used daily. (NOTE: if we cannot secure the long-term products, we will wipe down high touch areas in between routes with other antibacterial products.)

If a student is held in the first row of seats due to body temperature concerns, that space will be thoroughly sanitized when they depart the bus before any new passenger boards.

Hand Sanitizer will be available on all buses.

Choice Distance Learning Parent Agreement

Murfreesboro City Schools (MCS) is pleased to offer Choice Distance Learning as options for our students and parents.

Choice Distance Learning –

Parents may choose for their child to attend full day classes at home utilizing the choice distance learning option.

This option will include 6½ hours of instruction delivered via Zoom, other on-line platforms and hard copy instruction.

Parents may reconsider schooling options at the end of a 9-week grading period. Parents should notify school two weeks prior to the end of the 9-week grading period if they wish to change to Traditional School instruction.

Choice Distance Learning students should have daily access to:

High speed internet connection.

Laptop, tablet or desktop computer access by parents/guardians.

(Exceptions may be made for students with significant health conditions with relevant documentation.)

Please note:

- Students must stay in good standing with school in regard to absences and completion of assigned classwork.
- Students not following school policies will be reviewed for possible return to the traditional school day.
- Students will adhere to the schedule outlined in the Choice Distance Learning day.
- ESP is not available for students utilizing Choice Distance Learning

We will use video conferencing technology for virtual instruction and/or recordings. Our use of such technology is governed by FERPA, the Acceptable Use Policy, and MCS's Student Code of Conduct. A record of all meetings and recordings is kept and stored by MCS, in accordance with the Acceptable Use Policy and FERPA. The teacher will not share recordings of your class activities outside of class participants, which include fellow students and their parents/guardians/caretakers, TAs/GAs/Mentors, and any guest faculty or community-based learning partners that we may engage with. Unauthorized sharing of the class activities is prohibited and doing so may result in disciplinary action.

Overview of Choice Distance Learning Day:

School days will begin based on the school bell time.

15-minute Morning Meeting

1 hour of English Language Arts; followed by a 15-minute break

1 hour of Math; followed by a 15-minute break

1 hour of Social Studies and/or Science

30 minutes for lunch

45 minutes for Special Area; followed by a 15-minute break

45 minutes of computer assistant learning (Lexia, I-Ready)

1 hour teacher led small groups

DRAFT Choice Distance Learning Agreement

Student Name: _____

Legal Street Address: _____ Apt. # _____

City: _____ Zip Code: _____

Mailing Address: _____ Apt. # _____

City: _____ Zip Code: _____

Birthdate: _____ Age: _____ Current School: _____

Grade for 2020-21 School Year: _____

Mother/Guardian: (Print) _____ Email Address: _____

Home Phone: _____ Daytime Phone: _____ Cell: _____

Father/Guardian: (Print) _____ Email Address: _____

Home Phone: _____ Daytime Phone: _____ Cell: _____

*If your phone number or address changes, you must notify the school in writing.

Complete this section for siblings also participating in the MCS Choice Distance Learning option.

Name:

School: _____

Name:

School: _____

By signing below, I certify that:

(Initial each line)

_____ The student will have access to a laptop, desktop computer, or tablet and high-speed internet for the duration of his or her enrollment in the Choice Distance Learning option.

_____ I will ensure my student follows the Choice Distance Learning Guidelines.

_____ I will promptly notify the teacher of any absences according to school policies.

_____ I understand that my student may be returned to traditional school and/or reported for truancy if he or she is not in good academic standing, is excessively tardy, or is excessively absent.

_____ I am the parent/legal guardian of the student named above.

Signature

Date

Printed Name: _____

Extended School Program

Before arriving to ESP

Screening questions all staff and students should answer prior to arriving to ESP:

- Have you been in close contact with a person with a confirmed diagnosis of COVID-19?
- Have you had an unusual cough or shortness of breath?
- Have you had a sore throat or other flu-like symptoms?
- Have you had a fever of 100.0 degrees or greater in the past 72 hours?
- Have you had a loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

Any staff or student who can answer yes to any of these questions should not attend and should contact the site director to report the absence. ESP will follow the Murfreesboro City School District's health and safety plan for determining when a staff or student can return following an illness.

Arriving to ESP

ESP Curbside Drop Off - Each family will be provided a stylus pen for signing in on the iPad. Our curbside staff will enter ID code and hold the iPad while the authorized person signs. Parents/guardians should remain in their vehicle. When children exit the vehicle, they will have a temperature check with a no touch thermometer. If no fever, they will enter the building and be directed to their assigned classroom. If a fever of 100.0 degrees or greater is detected, they will be unable to stay. Please do not send sick children to ESP.

While at ESP

Staff will be required to wear a mask while inside the building. Children are required to wear masks while indoors. Groups will remain separated throughout the day and group sizes will remain as low as possible. Children will remain in their assigned classroom space, with outdoor breaks, weather permitting. Meals will be eaten inside classrooms. Children will not share common supplies, such as crayons, pencils, scissors, etc. Hand washing will happen before meals, between activities, and as needed. Hand sanitizer will be available in every classroom. Staff will give frequent reminders to adhere to social distancing guidelines. Materials and equipment will be sanitized between uses. Water fountains will only be used for water bottle refills. Paper cups will be available daily for those who do not bring their own water bottle. Staff and student temperatures will be taken again around lunch time until school starts. Once school starts, temperatures may be taken as children leave.

Visitors to ESP

Only ESP Staff and students will be allowed inside the buildings. If there is a valid reason to enter, it must be approved by the site director. If a parent/guardian needs to drop off an item, such as a forgotten lunchbox, please call the site so that someone can meet you outside.

Anyone entering the building, with prior approval, will have their temperature checked, should wear a face mask, and will have to answer the screening questions.

[After leaving ESP](#)

Facilities and equipment will be sanitized, disinfected, and secured for the next day's use. Staff and students should follow all precautionary measures and guidelines before returning to ESP.

Face Mask Guidelines

The CDC recommends that people should wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain. Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

All students shall wear a cloth face covering while in the school building and on school buses unless medically contraindicated. CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives will be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

Student-Specific Exemptions

Student-specific face mask exemptions will be granted on a case-by-case basis with proper documentation. When determining whether to grant an exemption, the student's physical or mental health condition, including but not limited to the following factors shall be considered:

- Student is unable to remove a cloth face covering without assistance as observed by school staff;
- Student has trouble breathing;
- Student is deaf or hard of hearing—or those who care for or interact with a student who is hearing impaired—may be unable to wear cloth face coverings if they rely on lipreading to communicate;
 - In this situation, consider using a clear face covering. If a clear face covering isn't available, consider whether you can use written communication, use closed captioning, or decrease background noise to make communication possible while wearing a cloth face covering that blocks your lips.
- Student continuously plays with, sucks on, or chews their face covering as observed by school staff; and
- Recommendation of the student's primary care or treating physician. (Please provide documentation from physician stating that student should not wear a mask.)

General exemptions

1. Students shall not wear masks if sleeping, eating, or drinking;
2. Students may remove their cloth face covering when outdoors and able to maintain distance.

If cloth face coverings cannot be used, make sure to take other measures to reduce the risk of COVID-19 spread, including social distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces.

Face Shields

According to the CDC, it is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. The CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings.

Face shields shall only be allowed in place of a face mask if the student has been granted an exemption. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

RESOURCES

Tennessee Department of Health Recommendations for the Management of COVID-19 in Schools 6.30.20

CDC Considerations for Wearing Cloth Face Coverings

2020-2021 ADDENDUM TO THE CODE OF CONDUCT

Addendum to Code of Conduct

The Coronavirus Pandemic has caused unprecedented challenges and changes to the way Murfreesboro City Schools operates. This Addendum to the Murfreesboro City Schools 2020-2021 Code of Conduct details the expectations of students considering these changes, as well as how the student code of conduct applies to students in the various learning models.

Application of Code of Conduct under Traditional (In-Person) School Model

Within the traditional school model, the 2020-2021 Code of Conduct shall apply to all students as issued. Due to the pandemic and related concerns, Murfreesboro City Schools expands the Code of Conduct definitions for the following:

- Threatening to spread an infectious disease, specifically COVID-19, through verbal or physical acts to other students or District staff will not be tolerated and students who do so will be disciplined. Acts of this nature shall be categorized as a “Level 3: Threat to Others.” Students will be subject to the disciplinary consequences under Level 3.
- Refusal to wear a mask will be considered a dress code violation that could be subject to disciplinary consequences under Level 1. Face coverings must abide by the student dress code and cannot feature images that may be disruptive to the learning environment.
- Face coverings will be required for students using District-provided transportation, including school buses. Face coverings must be provided by the parent/guardian. Refusal to wear a face covering while using District-provided transportation will be considered a Level 1 offense and could result in the student’s suspension from the school bus. Continued refusal may result in the student’s removal from transportation.

Code of Conduct for the Choice Distance, Hybrid, and Distance Schools Models

- The Code of Conduct applies during the school day, during any school-related activity (on or off campus), including during remote learning, whether the learning is occurring in a synchronous or asynchronous virtual classroom. If Murfreesboro City Schools shifts to a Hybrid or Distance model of learning, due process may be administered by an administrator virtually or via telephone.
- Disruptive behavior during live remote instruction, cyberbullying, fraudulent online attendance, and academic dishonesty using an electronic device will be subject to disciplinary action. Potential disciplinary consequences may be expanded from those listed in the Code of Conduct subject to administrator discretion and may include limiting a student’s ability to participate using video or audio during live remote instruction and return to traditional (in-person) school model. Additionally, a teacher may temporarily limit a student’s ability to participate in live remote instruction using audio or video capabilities if the student’s behavior is disruptive to the online classroom environment.

- Murfreesboro City Schools encourages students and families to thoroughly review the District's Acceptable Use of Internet Policy 4.406, as violation of this policy using District technology may be grounds for disciplinary consequence.

SCHOOL BUS RULES

- 1. SAFE RIDING FOR ALL:** Always ride facing the front of the bus, backpack in your lap and your feet clear of the aisle.
- 2. BACKPACK:** Cell phones, electronic devices, pencils/pens, toys, and athletic materials, must remain in your backpack or a sports bag if the items will not all fit in the backpack. Both items must be able to fit safely on your lap.
- 3. TALKING:** When talking, speak quietly so you can hear any special instructions from the adults on the bus.
- 4. APPROPRIATE LANGUAGE:** All students are expected to use appropriate language at all times. Inappropriate language is never allowed!! This includes verbal, sign language and written.
- 5. APPROPRIATE BEHAVIOR:** For the safety of everyone on the bus all students are expected to exhibit appropriate behavior at all times. Bullying, Teasing, Horseplay, Throwing Items, Damaging the Bus, and/or Fighting is never allowed. Keep hands, feet, objects, and unkind words to yourself at all times.
- 6. EATING:** Eating is not allowed on the bus. This includes any and all kinds of food, candy, chewing gum, and drinks other than water.

2020-2021 SPECIAL RULES FOR BUS RIDERS

- 7. BUS LOADING AND UNLOADING:** New loading and unloading instructions for Students will be directed by the adults on the bus to limit unnecessary contact between students.
- 8. SEATING:** Students MUST stay in their seat(s) until bus assistant/driver releases them to exit the bus.
- 9. FACE MASKS:** Face mask must remain on the child's face while on board the bus.

TEMPERATURE CHECKS: *Please be aware that Students will have their temperature taken prior to boarding with a "no touch" thermometer. If the temperature is 100 degrees or above the student will be isolated on board and will be taken into the isolation area of the school. Parent or Guardian will be notified to come pick up the child at school.*

Choice Distance Learning Technology Information

[What type of laptop or tablet does my child need?](#)

Your child will need access to a laptop, desktop, or Chromebook with full browser capabilities. This includes access to Firefox or Google Chrome. Unfortunately, we have discovered that I pads may not be compatible with some apps.

To check to see if you have a compatible device, please visit the Parent Technology Resource Sheet on our website. Murfreesboro City Schools uses a Google Chromebook 3100 Education with 16 GB.

Chromebook minimum recommended specifications:

Processor: Intel Celeron N4020 (Dual Core, up to 2.8GHz, 4M Cache, 6W) 1 USB Type-C, 1 USB 3.1

Display: 11.6" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable

Memory: 4GB 2400MHz LPDDR4 Non-ECC

Hard Drive (Storage): 16GB eMMC Hard Drive

[Will MCS be providing a laptop for my child?](#)

MCS does not currently have the technology resources to provide every student with a laptop. We ask parents who choose Choice Distance Learning and have access to a laptop or desktop to please provide a device for your child.

However, a set number of computers will be loaned to students until our resources are depleted. Laptops will be loaned with the following priorities:

- 1st priority - Students with current Individual Health Plans (IHPs) with qualifying medical conditions such as Cystic Fibrosis and asthma.
- 2nd priority - Students who qualify for Direct Certification of Resources through State (WIC, SNAP, etc.)
- 3rd priority - Students who qualify for free and reduced meals.
- 4th priority - If there are remaining Chromebooks available after the first three priorities are fulfilled, a lottery will be held for the remaining laptops.

Parent Technology Resources Home Access Sheet

Please check the system requirements & update your device's operating system before downloading any of the apps or accessing any of the sites below for best performance.

1. Clever

<https://apps.apple.com/us/app/clever-instant-login/id1134186971>

2. Lexia Core5

<https://apps.apple.com/us/app/lexia-core5-reading/id623853404>

**check official system requirements here*

3. iReady

<https://apps.apple.com/us/app/i-ready-for-students/id1155613065>

**check official system requirements here*

4. Zoom

Teacher will send a specific invite link per session via Dojo, Google Classroom, etc.

**check official system requirements here*

5. Google Classroom

<https://apps.apple.com/us/app/google-classroom/id924620788>

For Android Users, please use the Clever site to sign-in and download the specific app (if needed) for your device: [Clever Website](#)

How does my child sign-in?

Use Clever to access Lexia and iReady:

1. Request a Clever badge (QR code) from your child's teacher.
2. Use the student id and first name, all lowercase Ex. 398759 john

Zoom: via Teacher sent link

Accessing my child's online accounts:

1. Google and Google Classroom

Any Google sign in site: [Google](#)

student [id@cityschools.net](#) Student1