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# Overview

Troy City Schools is committed to providing high-quality instruction, emotional supports, and a safe learning environment for all students. We are looking forward to the 2020-2021 school year and are working diligently to create a plan that meets the needs of students and staff. We know that we cannot anticipate every challenge that may lie in the coming year, but we are working closely with health experts, state officials, school leaders, industry specialists, families, and others to be as prepared as possible. We thank you for your continued support, and together we will make this a successful school year! The ALSDE Roadmap for Reopening Schools has been made available for guidance and can be accessed at the following link.

- What day will school start?
- Parents/Guardians will be able to select Virtual Learning or a Traditional Learning setting.
- Safety and Wellness Measures are being implemented at the school.
- The special education school bus will be available to transport students with exceptionalities.
- School officials in partnership with the Alabama Department of Public Health will monitor health conditions and determine if one or all campuses should transition to a blended learning model.

# Letter from the Superintendent

Thank you for being a part of our very special team. I know COVID-19 has created a harsh reality for normalcy, but with your continued support, TCS can continue to provide a quality education to our students. It will be challenging to say the least, but we will survive and students will continue to have access to opportunities that will ensure success. School will look different this school term as we will provide three different learning frameworks which are Traditional, Blended, and Virtual. Also, TCS will be providing Troy City Remote Learning and Troy City Virtual Academy that will allow for our students to have access to online learning that includes core classes as well as a host of elective courses.

It is my hope that you will be patient as we explore this journey together. I know there will be questions to which I may not always have instantaneous answers, but I will do everything possible to ensure your questions are answered. It is important you feel safe as we continue to provide quality educational experiences to our students. Please know that we are all in this together, and I will continue to help in any way possible. I encourage you to get excited about this upcoming school term as I know it will be filled with some new and great memories.

*Mrs. Cynthia Thomas,*
Superintendent

# TCS Guiding Principles

Five principles will guide all planning, decision making, and execution of plans to return to school in the 2020-2021 school year.

1. TCS will be transparent. TCS will share what we know and what we don't know and be clear about what we can control and what is outside of our control.

2. TCS will be equitable. TCS will center decisions on what is best for all students, families, and educators.

3. TCS will listen. TCS will bring together diverse stakeholders and experts to understand realities on the ground and to surface creative solutions.

4. TCS will put safety first. TCS will leverage science, data, and public health leadership to inform the choices we make.

5. TCS will be decisive. Given the size and scope of the challenge, we must move deliberately and make tough choices. TCS may make mistakes but will adapt quickly as variables change on the ground.

**\*\*Local schools may exceed the following guidance but may not divert from any decisions made by the Superintendent.**

# Fall 2020 Troy City Schools Learning Framework

## Traditional
- Traditional Learning Environment
- Face-to-Face Instruction
- Daily Physical Attendance
- No current surge/ low number of new cases for COVID-19

## Blended
- Face-to-Face and online learning environment
- Students/classrooms transition from traditional learning to online learning environment
- Increasing number of daily cases or concern for potential surge in COVID-19 (minimal to moderate surge)

## Virtual
- Non-traditional instruction
- Courses delivered virtually
- High rates of daily cases/ active surge (moderate to substantial surge)
- Option offered to ALL students beginning this Fall (K-12)

# Instructional and Technology Services

Parents/Students will have two options for education for the 2020-2021 school year:
Virtual Learning & Traditional Learning

TCS Virtual Academy (Grades 9-12)

- Parents who select this option will apply via the link provided on the CHHS website.
- Students enrolled at TCVA are assigned coursework that comes completely from a digital platform (Access or Edmentum) and is facilitated by virtual academy instructors.
- Students can enroll in electives and participate in extracurricular activities.
- Students enrolled in TCVA will not attend the school in an on-campus manner.
- Applications are due July 15.
- Enrollment opens July 8 and the deadline for enrollment is July 15, 2020.
- Students choosing to enroll in TCVA will remain enrolled for a semester at a time.
- For remote learning support, see TCS Remote Learning Reference Guide for Families.

Traditional Learning (inclusive of Troy City Remote Learning)

- Due to the COVID-19 pandemic, traditional learning students may be required to transition to remote learning students not to be confused with students already enrolled in TCS Remote Learning which is a separate program. Classroom teachers will be responsible for instruction (Google Classroom/ Schoology).
- Students who are new to the system will enroll through the online registration system and will be contacted by the school's registrar. Information is available on the website.
- Students who enroll in traditional learning will remain in traditional learning for the remainder of the 2020-2021 school year unless an exception is granted due to extenuating circumstances i.e. parent requests remote learning in lieu of COVID-19 concerns...see Troy City Remote Learning.
- For remote learning support, see TCS Remote Learning Reference Guide for Families.

# Instructional and Technology Services

TCS Virtual Academy (Grades 9-12)
- All students accepted in the Troy City Virtual Academy will receive a Chromebook upon meeting all requirements and completion of the Chromebook Usage Agreement.
- Students will use the Chromebook to access the online instructional program.
- Although there will be no usage fee associated with the device, parents will have the option of purchasing insurance for the device (see device procedures for full details).
- Students must abide by all policies and procedures when utilizing the Chromebook.
- The One-to-One Device Policy and procedures may be viewed at the TCS website. Please be mindful this is a working document.
- For remote learning support, see TCS Remote Learning Reference Guide for Families.

Traditional Learning
- Students in grades K-12th in Traditional Learning will receive a Chromebook upon meeting all requirements and completion of the Chromebook Usage Agreement.
- Students will use the Chromebook to participate in learning at school and in the event of a transition to remote learning to access Google Classroom/Zoom or other online platform.
- Although there will be no usage fee associated with the device, parents will have the option of purchasing insurance for the device (see device procedures for full details).
- Students must abide by all policies and procedures when utilizing the Chromebook.
- The One-to-One Device Policy and procedures may be viewed at the TCS website. Please be mindful this is a working document.
- For remote learning support, see TCS Remote Learning Reference Guide for Families.

# Instructional and Technology Services

## Traditional Learning (cont.)

**Blended Framework**

- Used when increasing number of daily cases or concern for potential surge in COVID-19 (minimal to moderate surge)
- An example of a blended framework is the following:
  - Each student attends school in-person 2 days a week
  - Half the students on Monday and Tuesday
  - Half the students on Thursday and Friday
  - All students participate in virtual learning on Wednesday so buildings could be cleaned during the week between groups
- In person and remote learning environments
- Periodic daily attendance at school

## Traditional Learning (cont.)

**Remote Learning Framework**

- Remote Learning for all students who are not enrolled in Troy City Virtual Academy (TCVA)
- Used when have high rates of daily cases/active surge (moderate to substantial surge)
- All teachers will provide instruction virtually using Google Classroom and/or Schoology
- Students in K-8 will have the option to choose remote learning full-time.
- Assignments completed virtually will be graded
- See TCS Remote Learning
- TES- will use Schoology
- CHMS- will use Google Classroom or Schoology
- CHHS- will use Google Classroom

# Instructional and Technology Services
## Planning for Traditional Learning

Planning for providing quality instruction to the students of Troy City requires planning on two-levels:

(1) How to effectively meet the needs of students who have been away from the structured school day for five months.

(2) How to plan for meeting student needs in the event of future school closure.

# Instructional and Technology Services
## Planning for Traditional Learning

1. Meeting student needs as we enter the 2020-2021 school year

Responding to data and intervening in a targeted manner will be key in filling gaps that may exist due to "COVID slide."

Each school will have on-going data meetings, effective collaboration, and resources to target learning gaps. This has never been more important than in the 2020-2021 school year.

Intervention may be delivered through a blend of face-to-face sessions with teachers and technology programs; however, intervention can not be delivered solely by software or other technology tools.

# Instructional and Technology Services
## Planning for Traditional Learning

2. Planning for effective remote learning (distance learning) in the event of a campus closure (K-12th)
Students in K-12th grade will be assigned a device for the school year. The devices will be utilized for traditional classroom instruction but will also provide a tool by which students can continue learning in the event of a transition to remote learning.
Teachers will be responsible for continuing standards-based, quality instruction for their students through the Google Suite or Schoology if classes transition to remote learning.

The lessons are expected to be a continuance of traditional instruction and should be planned with the same rigor as all other lessons.

Grades will be taken for assignments given during remote learning.

Each K-12th grade teacher will conduct virtual meetings (online class with weekly assignments per class).  More detailed information will be included in each school's comprehensive remote learning plan.

# TCRL and TCVA Information

Principals will answer questions regarding Troy City Remote Learning (TCRL) available for grades K-8 and Troy City Virtual Academy (TCVA) available for grades 9-12! So far, parents of several students have expressed interest in both options, and we want to ensure that the information we present covers the most frequently asked questions from parents.

TCS Remote Learning Communication Plan to Parents

Press Release

School Websites

Principals' Communication Plans

# Professional Development:
## August 7-19, 2020

This is a working document. Training requirements and dates will be coming soon.

### All Staff

- Back to School Faculty Meeting
- District Updates
- Annual Training (Jason Flatt, Erin's Law, Universal Precautions, Diabetes)
- COVID Procedures
- Training for Transitioning to Remote Learning (Google, Zoom, Schoology, and Chromebook deployment)
- Seclusion and Restraint Training

### K-3 teachers

AlaKids (grade K only)

Benchmark Assessments

Aimsweb Plus - All K-3 Teachers

Schoology

### 4-8 Teachers - Required

Formative Assessments (Scantron, Cognia)

### 9-12 Teachers - Required

Formative Assessments (Scantron, Cognia)

# Professional Development:
# August 7-19, 2020

This is a working document. Training requirements and dates will be coming soon.

## Face-to-Face Meetings

EL

Restraint Recertification (to be notified)

Nurses

Bus Drivers

CNP Staff

# School Procedures

Each School should have a plan for the following topics. However, typical guidance is as follows:
○ 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.
○ Cafeteria- The school BOE will work with the ADPH to follow current guidance. The lunchroom will begin with 50 percent occupancy and rotation of classrooms dining in cafeteria and those dining in classrooms.
○ Breakfast- Should not exceed the 50 percent occupancy in the lunchroom. Procedures will be determined by the school principal.
○ Assemblies- No Group larger than 50, given that social distancing guidelines and post assembly sanitation requirements are maintained.
○ Morning Arrivals- Students will report to their first-period classroom or homeroom. No congregating in groups.
○ Elementary Snack- Elementary students will have break within their classroom or in an assigned area outside the building maintaining social distance guidelines. Break will be ordered each morning and delivered by the breakstore worker.

# School Procedures

Each school should have a plan for the following topics. However, typical guidance is as follows:

○ Masks- The current order amended by Governor Ivey on July 29, 2020, states the following in regards to facial coverings: "Each employee, and each student in second grade or above, shall, to the greatest extent practicable, wear a mask or other facial covering that covers his or her nostrils and mouth at all times when in regular interaction within six feet of a person from a different household."

○ PE- Water fountains will not be available. Students should be encouraged to bring individual water bottles. Outdoor spaces should be used when possible. Students should be encouraged to social distance. Handheld equipment and frequently touched surfaces should be sanitized between classes. For recommendations, ee the ALSDE "Back to School 2020: Recommendations for Alabama's K-12 Physical Education Programs" available here https://www.smore.com/vfwy3

○ Water fountains- Water Fountains will be disabled. Students will be allowed to bring personal individual water bottle.

○ Restroom Sanitation- Restrooms will be sanitized multiple times daily. Soap and/or sanitizer will be available in the bathroom and throughout the school buildings.

○ Lockers - Minimize the number of students accessing the lockers as much as possible and will be sanitized.

○ Library- Learning Ally, EPIC, MYON or other digital libraries.

# Classroom Procedures

● Classroom sanitation and cleaning will be a joint effort by the school custodial staff, classroom teachers and other school personnel.

○ The Troy City Board of Education will provide sanitation equipment, material, sanitizer, soap, and etc. to ensure proper sanitation of each local school.

○ The local school custodial staff will work to sanitize classrooms and common spaces daily.

○ Classroom teachers will be provided sanitizing liquid to spot clean as needed and to sanitize desks, counters, and etc.

● Each school should have a plan for the following topics. However, typical guidance is as follows:

○ Classroom Seating- Student desks should be spaced apart as much as is feasibly possible and placed in forward-facing rows. Flexible seating should be removed.

○ Ag/FCCLA Labs- Social distancing recommendations should be considered.

○ Employee Masks- The current order amended by Governor Ivey on July 29, 2020, states the following in regards to facial coverings: "Each employee, and each student in second grade or above, shall, to the greatest extent practicable, wear a mask or other facial covering that covers his or her nostrils and mouth at all times when in regular interaction within six feet of a person from a different household."

○ Student Masks- Students are not required to wear masks in classrooms, but masks may be required for specific extra-curricular activities. See current AHSAA guidelines.

# Classroom Procedures

● Classroom teachers should remove and minimize the inclusion of cloth and other soft surfaces within the classroom environment (rugs, beanbags, reading tents, and etc.).

● Classroom teachers will educate students on best practices for self-care for themselves as well as others (hand-washing, limit sharing of personal items, sneezing in elbow, and etc.).When feasible, desks and table surfaces should be cleaned during transition times.

● All efforts should be given to not send students to the nurses office for well visits and/or minor needs.

● First period or homeroom teachers will welcome students in their classroom upon arrival to school each day. There will not be a common area for students to congregate.

● Arrival and dismissal procedures will be communicated in each school's reopening plan.

● Additional classroom procedures will be provided at each local school campus.

# Safety and Wellness Measures- Training

Training

● All staff will be required to complete the annual Safety Trainings in addition to any COVID-19 trainings.

● 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 mask if needed.

● Posters will also be made available for classrooms and school hallways.

● Health tips regarding hygiene will be shared on social media and website.

Personal Protective Equipment (PPE)

● CNP workers, bus drivers, nurses, and custodians will be provided with PPE as necessary.

● PPE can be requested by other personnel and provided based on availability.

# Safety and Wellness Measures- Parent and Home Prevention (First Screening)

Parents

● If a child has a pre-existing condition, parents are advised to speak with their child's primary care physician about returning to school.

● Parents will be encouraged to take students' temperatures and assess students before sending to school. Students who have a temperature of 100.4 or higher and/or are exhibiting symptoms should stay at home.

● Parents will be required to give appropriate contact information and make plans to ensure someone could check student out if needed.

● Parents should discourage students from taking non-essential items to school. Items taken to school should be sanitized as feasibly possible.

# Safety and Wellness Measures- School (Second and Third Screening)

School

● School is the final point on the screening continuum. School system staff should visually check for symptoms (which may include temperature checks and/or confirmation with families that the students are COVID-19 symptom free).

● Faculty will limit the items sent home with students that need to be returned. Items sent home should be sanitized as feasibly as possible.

# Safety and Wellness Measures- Nurse Office Visits

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 can 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 sick children until someone comes and gets them.

● 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, student may be asked to wear a mask until someone comes and gets them.

● School Nurse will sanitize and disinfect as needed.

# Safety and Wellness Measures- Students

In the event a student begins to show symptoms of COVID-19 while at school:
● Teacher should call and inform the nurse.
● Student should be sent to the nurse's office or quarantine area.
● 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 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 notify individuals of possible exposure to COVID-19.

# Safety and Wellness Measures- Employee 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, and 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 payroll for appropriate leave steps, follow the directions of your medical provider, and obtain one negative COVID-19 test result before returning to work.

# Safety and Wellness Measures- Employee General Guidance

During the Workday

● Continue to sign in using your own pen.

● 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, and etc.).

● If you must work closer than 6 feet to any other person, you should wear a mask to the greatest extent practicable per current health order.

● When using common-use appliances (microwaves, refrigerators, ice makers, and etc.), you should wash your hands with soap and water prior to use.

● Coffee pots and water fountains should not be used until further notice. Single-serving coffee makers (Keurigs and etc.) may be used, but the rules for common-use appliances apply.

# Safety and Wellness Measures- Employee General Absence Guidance

● If you must be absent from your position for any reason (not COVID-19 related), you should follow normal protocol.

○ Put absence in Kelly's Database.

○ Ensure you have obtained a substitute.

○ Notify your principal or supervisor.

● If you must be absent from your position for 10 days or more for any reason, or due to COVID-19 related reasons, you must notify Payroll at the Central Office and your principal or supervisor per Board policy or to request leave per Families First Coronavirus Act (FFCRA).

● If you have concerns about having COVID-19 or having been exposed to COVID-19, please notify your principal/supervisor. Test results must be provided to the superintendent prior to returning to work.

● In the event you test positive for COVID-19, one negative test result must be provided to the superintendent prior to returning to work.

# Operations and Facilities

● Provide school-level guidance for cleaning and disinfecting buildings, facilities, and playgrounds.

● Custodial staff will be trained in recommended cleaning guidelines issued by OSHA and CDC.

● Air filters should be changed regularly.

● Signage about frequent hand washing/hygiene should be widely posted, disseminated, and encouraged through various methods of communication.

● Water fountains will be disabled. Individual water bottles are encouraged.

● Mr. McCollough will routinely audit necessary materials and supply chains for cleaning and disinfecting supplies for classrooms, restrooms, handwashing sinks, and other school facilities.

● School leaders will conduct and document facility walkthroughs with custodial staff to ensure the classrooms, common spaces, and the exterior are prepared and safe for staff and students.

# Extra-curricular Activities

Additional Guidance may be forthcoming as athletic seasons progress.

● 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. Mainly, students in this category will need to be quarantined for 14 days. Parents and students should understand that no student who misses any school-related activities will be punished.

● 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 Troy City Board of Education.

● Only Essential Personnel should be directly involved on sidelines or club-based practices, competitions, and etc.

● Currently, it is anticipated that national guidelines will be provided for the football season. Information will be shared as it is received.

# Child Nutrition Program (CNP)

- TCBOE will work with the ADPH, USDA, and ALSDE to follow current guidance.
- Lunch Meal Service- should begin with 50 percent occupancy and rotation of classrooms dining in the cafeteria and those dining in classrooms.
- Breakfast Meal Service- should not exceed the 50 percent occupancy in the cafeteria. Procedures to be determined by the school principal.
- Outside visitors and/or family guests will not be allowed to dine in the school cafeteria.
- Students will not self-serve meals.
- Local school CNP will adhere to current school nutrition guidelines and practices.
- Families are encouraged to prepay to reduce the handling of money https://paypams.com/
- Should school(s) transition from traditional learning to remote learning due to COVID-19, the system will endeavor to provide students with meals upon request. A plan for preparation and meal distribution will be provided.
- **Meals will be available for students enrolled in TCS Remote Learning or TCS Virtual Academy upon request. The request should be made to the school's principal who will then contact TCS CNP Director, Ms. Joyce Curry.

# Child Nutrition Program (CNP)

- Snacks and ala carte food items are available for purchase by students.
- Parents may not bring food to the school building. All food items and food beverages should be sent to the school with the student.
- Students who bring meals from home will need to pack items that do not need to be heated.
- No food or beverage brought from home will be allowed for class or group consumption (i.e. birthday parties, holiday parties, and etc.).

# Special Programs

● Students with special health considerations should be in communication with the local school's educational support committee (IEP, 504, I-ELP, and etc.) to support their student learning assignments.

● Develop a daily/weekly schedule that will facilitate social distancing, as much as possible, while continuing to meet the needs of the students as are identified in each IEP, 504, I-ELP, and etc.

● Adhere to all general education guidance and protocol.

● Adhere to all guidance provided from your program supervisor.

● Students with an IEP, 504, or I-ELP who wish to enroll in virtual school will need to request and participate in the appropriate committee meeting to consider the appropriateness of the program for student success.

# Socioemotional Needs

Trauma and counseling needs

TCS will establish a crisis response team that includes school principals, school nurses, mental health specialists, and parents to focus on student and staff mental health and wellness using trauma-informed models.

TCS will provide resources for staff self-care, including resiliency strategies that can be accessed at the following link <u>Self-Care During COVID-19: For Student Support Professionals</u>.

TCS will consider having nurses return to school prior to the start of the school year.

TCS will enable staff that self-identify as high risk for severe illness to minimize face-to-face contact and allow them to maintain a distance of 6 feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.

TCS will discuss staff mental health readiness and consider utilizing questionnaires, surveys, and direct outreach. If any screening does occur, it should comply with privacy and HIPAA requirements.

TCS will provide professional learning for school leaders and teachers to integrate Social Emotional Learning routines and activities into both the traditional classroom environment and the virtual environment. Example: Screeners are provided in the Alabama Assessment Framework.

# TCS Rapid Registration Communication to Parents
## Website Alert Message

Troy City Schools will complete our Registration & Enrollment Processes virtually this year. All students, new and returning, must complete Virtual Registration or Re-registration, as well as the School Virtual Enrollment Forms by July 31.  Failure to do so could postpone student scheduling, and/ or free/reduced meal status.

# TCS Rapid Registration (Online Registration)

Grades K-12 Registration for New Students and Returning Students

All new and returning students in grades K-12 will not register onsite.

By July 8, principals will have:
- Access to TCS Rapid Registration online registration portal information concerning registration process, submission of required documents electronically.
- All principals, assistant principals, counselors, and registrars will be given access.
- An area where documents required for registration (i.e. birth certificate, shot record, proofs of residency, shared residency form that has to notarized (if applicable), and etc.) that can be uploaded will be available for parents/guardians.

# TCS Rapid Registration for Returning Students

**All materials will be sent electronically.**

- Current TCS students will not be required to submit Proof of Residency (POR) unless there has been a change of address.
  - If applicable, an updated TCS Shared Residency Form that reflects the new address that has been notarized must be uploaded.  The TCS Shared Residency Form should only be submitted by parents who live in a shared residence.
- Online registration not completed or additional items needed (i.e. shot record, updated POR, and etc.)
  - Families will be contacted by school staff starting July 16.
  - If needed, Google Meet may be used to assist.
  - If necessary, parents should contact the school to schedule an appointment at the school for assistance the week of July 20.

# TCS Rapid Registration for New Students

New students (including Kindergarten) will electronically submit items below after TCS Rapid Registration is completed.

All materials will be sent electronically.

If a parent is unable to send information electronically, the parent/guardian may schedule an appointment.  The appointment may be virtual or in-person. Virtual meetings are preferred.

The following items are needed:

- Proof of Residency (POR)
- *TCS Shared Residency (**If applicable**, an updated TCS Shared Residence Form that reflects the new address that has been notarized; it must be uploaded.  The TCS Shared Residence Form should only be submitted by parents who live in a shared residence.)
- Birth Certificate
- Withdrawal form from previous school or last report card indicating grade level for 2020-2021.
- Shot record
- Parent's/Guardian's Photo ID
- Special education/504 records (if applicable)

*Administration to make announcement on the school websites regarding lunch assistance applications being available no later than July 20.

# TCS Rapid Registration Communication to Parents

**TROY CITY BOARD OF EDUCATION**
Mrs. Cynthia G. Thomas, Interim Superintendent
358 Elba Highway
**TROY, ALABAMA 36079**
TELEPHONE 334-566-3741
FAX 334-566-1425
"Trojans Committed to Success"

July 9, 2020

Dear Parents/Guardians,

We are writing to notify you of Troy City Schools new online parent portal called Rapid Registration. Rapid Registration is where you will find the district's annual student forms that previously would have been turned in on paper the first week of school. We are requesting that you take a moment to visit the Rapid Registration Portal at https://troycityschools.esvportal.com/ and create your own account. There are instructions on the back of this page to assist you in this process. Also, online parent guides can be accessed by clicking on the following link: https://www.eschoolview.com/ParentGuides.aspx. You will also find your student(s) ID number(s) attached to this letter. This will be needed when creating your account.

The electronic online forms (Student Health Form, Emergency Contacts, etc.) are available immediately. It would be very helpful if you could complete the online forms this week. However, we would like all forms completed and submitted as soon as possible and no later than July 31. Students must be registered to receive classroom schedules and teacher assignments.

If you have questions, please contact your school's principal.

Thank you,

*Cynthia G. Thomas*

Mrs. Cynthia G. Thomas,
Superintendent

# TCS Rapid Registration Communication to Parents

## Instructions for Creating an Account in Rapid Registration

| | |
|---|---|
| 1. Click on **Create A New Account** |  |
| 2. Fill in the personal information<br><br>3. Create your password, security question/answer and pin code |  |
| If provided by your district, use **Option #1** to link your child to your account using the *invitation code*.<br>**Option #2**: You will need to use the Student Number(s) supplied above after filling in the student Last Name, Grade Level and Date of Birth. Click Attach.<br>*(Please note the Grade Level will be the current/upcoming grade level of the student for the new school year.)* |  |

Additional parent guides can be found at https://www.eschoolview.com/ParentGuides.aspx

# FAQs

Q: What is the difference between traditional learning, remote Learning, and TCS Virtual Academy (TCVA)?
A: Traditional learning takes place in the classroom and may involve a combination of paper and digital tools.

Remote Learning, provided by the classroom teacher, will be used in the event of school closure. Students who are in traditional classrooms will transition to digital learning using their school's LMS.  Also, Troy City Remote Learning (TCRL) will be available to students per parent request regarding COVID-19 exposure or concerns.

Troy City Virtual Academy (grades 9-12): Students enrolled at TCVA are assigned coursework that comes completely from a digital platform (Access or Edmentum) and is facilitated by virtual academy instructors. Students enrolled in TCVA will not attend the school in an on-campus manner. Students may apply for TCVA via Charles Henderson High School's website.

# FAQs

Q: How will instruction be provided for students with extended absences due to a positive COVID test or mandatory quarantine?

A: Teachers will provide assignments to students who are absent for an extended number of days through their school's virtual platforms and/or paper resources. Parents of students who are absent more than 14 consecutive days should collaborate with school administrators to develop a plan for instruction.

Q: Will teachers and students be responsible for grades in the event of school closure?

A: Grades will continue in the event of a school closure. Graded assignments should focus on formative assessment assignments and not summative assessments or tests. Formative assessment assignments may include but should not be limited to practice questions, writing assignments, daily grades, informal quizzes, or review questions. Students should receive feedback on all work completed in the event of the school closure. The feedback can be made through virtual options, emails, or phone conferences. The TCBOE will work to increase available wifi hotspots within our school communities to serve students who have limited or are without internet access.

# FAQs

Q: If the school transitions to remote learning, can teachers still come to the school to work?
A: It is our hope that teachers will be able to use classroom resources to teach, but health orders and the spread of COVID-19 will determine access to the school. In the event that we transition to remote learning, further information will be shared.

Q: How does COVID-19 impact school supply lists?
A: Teachers should be mindful of the hardships that families may have encountered over the past few months when requesting supplies.

Q: Will teachers be responsible for cleaning or sanitizing classrooms?
A: Custodial staff will clean classrooms daily. Teachers should support the cleanliness of the school for the safety and health of all staff and students. Follow principal's directions for specific instructions. Cleaning supplies will be provided.

# FAQs

Q: Do employees have to wear a mask?
A: The current order amended by Governor Ivey on July 29, 2020, states the following in regards to facial coverings: "Each employee, and each student in second grade or above, shall, to the greatest extent practicable, wear a mask or other facial covering that covers his or her nostrils and mouth at all times when in regular interaction within six feet of a person from a different household."

Q: Do students have to wear a mask?
A: The current order amended by Governor Ivey on July 29, 2020, states the following in regards to facial coverings: "Each employee, and each student in second grade or above, shall, to the greatest extent practicable, wear a mask or other facial covering that covers his or her nostrils and mouth at all times when in regular interaction within six feet of a person from a different household."

Q: How will I be expected to identify and address learning gaps created by the March-May 2020 school closure?
A: Teachers are expected to provide formative assessments at the beginning of school to all students. Teachers will collaborate with fellow teachers, instructional coaches, and administrators to plan for addressing the gaps in learning.

# FAQs

Q: Will I be expected to rearrange the desks in my room to maintain a six foot distance between all students?

A: Teachers should maximize the distance between desks as much as possible. Unnecessary furniture should be removed from rooms in an effort to create more space between desks. Classrooms that utilize tables for student and group seating will need to evaluate their ability to distance students with the tables and discuss, in collaboration with their school administrator, about the feasibility and availability of desks, dividers, etc... and/or their ability to use tables. Administrators should work with teachers to remove flexible seating options that do not allow for social distancing.

# FAQs

Q: Will visitors be allowed on campus for events, eat lunch with students, walk students to class, and etc.?

A: Visitors should have minimal access to the campus during the COVID-19 pandemic. This means that visitors will not be allowed to eat lunch with their children in the cafeteria or visit for other non-essential activities. While we strongly desire parent and community engagement, we will work to collaborate and engage our community and family partners in new and innovative ways.

# FAQs

Q: Which ALSDE requirements will we be held responsible for during the 2020-2021 school year?
A: All expectations of the Alabama Literacy Act should be met. Currently, all state testing, including ACAP and ACT, are planned for the 2020-2021 school year. The RTI process will be more vital than ever as students return to school after months of school closure. Other yearly processes such as teacher evaluation are expected to continue as normal.

Q. Will there be a school closure for the 2020-2021 school year?
A: Under current guidance we do not expect a school closure. In the event of widespread COVID-19 cases within our local communities or county, we will transition to our remote learning plan.

Q. What will determine if a transition to remote learning is necessary?
A. Currently, decisions will be made regarding the transition from traditional learning to remote learning as a local decision based on consultation and guidance from ADPH, ALSDE, and CDC.

# FAQs

Q: Will classes be allowed to take field trips?
A: Currently, classes will not be allowed to take off-campus field trips. Updated guidance will be provided once field trips are deemed allowable.

Q. My classroom uses mostly hands-on materials and equipment. How should I adjust my activities to ensure proper learning takes place while ensuring student safety?
A: We have always, and will continue to, encourage students to actively participate in their learning. However, in the current pandemic climate, due diligence must be made to ensure items are sanitized before used or passed among and between students.

Q: How can I utilize small group instruction while maintaining social distancing and ensuring student safety?
A: As educators, we know and understand best practices and the value that small group instruction brings to our students. We encourage the use of small group learning, but in a way that socially distances students to the best of our ability in a safe manner. We encourage faculty to work with their school administrators and instructional coaches to consider how they can conduct small group instruction in a safe manner.

# FAQs

Q: Can I have classroom visitors such as medical professionals, local leaders, policemen, firemen, etc.. visit my classroom?
A: We certainly welcome the expertise and knowledge these professionals possess and the value they bring to our community and classroom. We encourage our faculty and staff to include them in classroom and lessons through innovative digital ways while we are under the current pandemic and while there is a need to minimize outside guests in our classrooms.

Q. With the minimization of library book checkouts and the support of online literary options through a virtual online library, how will librarians/media specialist support the classroom teachers?
A: Each school's media specialist/librarian will work closely with the school administrator to develop a schedule whereby he or she can support the literary engagement of students and classroom teachers while providing and incorporating engaging literature into the classrooms.
The library media specialist will also support teachers and students by ensuring students/teachers have the proper login credentials.  Also, Learning Ally (audible online library) should be used as an additional library for at-risk students as well as students who have IEPs, ELPs, 504s, Dyslexia, and etc.

# FAQs

How should COVID-19 related absences be recorded in Chalkable?

**Parent notifies the district that the child has been exposed after one month being in the traditional school setting.**
• District offers remote learning for the student during the quarantine period.
• Content for remote learning is provided free of charge to all districts through the state's Schoology LMS and/or Google Classroom.
• Code student in student management system as "All Day Other" and specify as COVID Quarantined Exposure.
• The absence does not count against the student being that educational services are still being provided.
• Student is still included in the ADM for your school.
• Student is still enrolled in courses they were previously scheduled for, just remotely taking them.
• Course is delivered by the teacher you assign in the school through your LMS.
• Teacher Shortages: Consider recruiting your substitute teachers from retired teachers within your county or surrounding counties.
• Special Note: Some examples of platforms currently being used by districts are Schoology, Canvas, Google Classroom, Edgenuity, Blackboard, etc. to promote remote learning.

# FAQs

Parent decides that there have been many community outbreaks and does not want the child enrolled in a traditional school and wants to attend a virtual school.

• For grades 9-12, the student will be enrolled in Troy City Virtual Academy (TCVA) with a separate school code and the ADM stays within our school. Troy City Remote Learning is available for grades K-8 and the student will remain enrolled in his/her base school.
• The district is responsible for all education services.
• Code student in student management system as a nontraditional school type listed as full time virtual attending Troy City Virtual Academy student and student is still included in the ADM for your virtual school.  Troy City Remote Learning students should be coded "COVID Parent Held."
• District virtual policy establishes guidelines for enrollment, attendance, grading, teacher assignment, log on criteria, and other support measures.

*See previous slides for more information regarding Troy City Remote Learning.

# FAQs

Parent decides there is too many community outbreaks and does not want the child to start school in a traditional environment in their zoned school.

• Present Troy City's Remote Learning Plan (RLP) options with student still enrolled in that school.
• Code student in student management system as a "Non-Traditional School Type" listed as COVID Parent Held.
• Student still included in the ADM for your school.
• Content can be pulled from the ALSDE Teaching & Learning Schoology Platform.
• Course is delivered by the teacher you assign in the school through your LMS.

# FAQs

Additional questions should be submitted to your principal!