



# HCS Roadmap to School Reopening Quick Reference Guide 2020-2021

Dear Parents and Students,

We are excited about the 2020-2021 school year; however, we know it will be the most challenging start of our educational careers. We know out of challenges come great opportunities and rewards; to that end, we must look to the opportunities ahead.

Our priority is the health and well-being of our students, faculty, and staff. We have built this plan using the guidance and recommendations from local and state health officials as well as the Alabama Department of Education. In every aspect of the day, we will implement rigorous protocols and standards to minimize risks associated with Covid-19. Our protocols are listed in the plan and will be monitored continuously, taking into account the changing environment and risk levels.

We will begin school on August 10, and students will have the choice to learn in a traditional setting or a distance-learning format. Both options will provide a rigorous and engaging learning experience. We understand that this may be a difficult decision for some families to make; therefore, we have provided you with as much information as possible in our Hartselle City Schools Roadmap to Reopening to help you make your decision.

Please know that this plan is subject to change as the circumstances surrounding Covid-19 change and guidance from the Alabama Department of Public Health and Alabama State Department of Education is updated. We will continue to provide updates and guidance as we navigate the upcoming school year.

Highest regards,

A handwritten signature in blue ink, appearing to read "Dee Dee Jones".

Dr. Dee Dee Jones

## Instructional Delivery Option I: Traditional School

- Students in grades PreK-12 have the option to attend classes in a traditional, on-campus setting.
- Each school will continue to offer a rigorous and diverse selection of courses in grades K-12.
- Teachers will deliver face-to-face instruction but also maintain content and assignments online for possible short-term absences by students due to COVID-19 exposure or infection. Teachers will use Google Classroom as the online platform for maintaining assignments. For students who must be out of school for short periods of time, our goal is to provide a seamless transition from the traditional classroom to a temporary online environment.
- Students with an Individualized Education Plan, Gifted Education Plan, 504 Plan, and/or English Language Learner Plan will receive approved accommodations.



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## Instructional Delivery Option II: Distance Learning

Students in grades PreK-12 have the option to remain at home and attend classes online. Students who select the distance learning option will be required to participate in this program for a minimum of one semester. At that time, students may transition to traditional school or continue Distance Learning. Please note that it is extremely important that students who participate in distance learning are motivated learners who have access to regular adult support at home to ensure a successful learning experience. Students with an Individualized Education Plan, Gifted Education Plan, 504 Plan, and/or English Language Learner Plan will receive approved accommodations.

### Hartsele Elementary Virtual Program Grades PreK-6

- Instruction in core courses will be provided by dedicated Distance Learning teachers using a combination of digital and traditional curricula combined with teacher led instruction that is delivered through videoconferencing technology. All course components will be organized in an online learning management system.
- While students are permitted to work ahead in their online courses, they are expected, at a minimum, to complete all assignments on time and to participate in scheduled, small group videoconferencing sessions 1-5 days per week.
- Participation in online courses including required videoconferencing sessions will be monitored, and attendance will be taken. Students who fall behind in their coursework and/or do not maintain adequate attendance may be required to attend traditional school for the remainder of the year.
- Students may take tests associated with their courses at home but are required to participate in annual, on-campus state mandated standardized testing.
- Elementary students have the option of participating in weekly face-to-face (following ADPH guidance) or virtual enrichment activities such as art, music, physical education.
- Tutoring will be available via videoconferencing and by appointment in a face-to-face format.

### Hartsele Virtual Academy Grades 7-12

- Instruction in core courses, electives, Dual Enrollment, and Advanced Placement courses will be provided by Distance Learning teachers and delivered in an online format utilizing ACCESS Virtual Learning and locally developed curricula.
- Eligible high school students will have the opportunity to take online dual enrollment classes via Calhoun Community College.
- While students are permitted to work ahead in their virtual academy courses, they are expected, at a minimum, to complete all assignments on time. Based on student performance, some students in grades 7-12 will be required to participate in scheduled, small group videoconferencing sessions 1-5 days per week.
- Participation in online courses including required videoconferencing sessions will be monitored, and attendance will be taken. Students who fall behind in their coursework and/or do not maintain adequate attendance may be required to attend traditional school for the remainder of the year.
- Students may take tests associated with their courses at home but are required to participate in annual on-campus state mandated standardized testing.
- Eligible 7-12 students can participate in clubs and athletics (if applicable) at their base school. Please note that most, but not all of the online high school courses have been approved by the National Collegiate Athletic Association.
- Tutoring will be available via videoconferencing and by appointment in a face-to-face format.



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<b>Arrival/Dismissal &amp; After School Care</b>	<ul style="list-style-type: none"><li>• Upon arrival and during dismissal, social distancing guidelines will be followed as much as possible by utilizing gyms, cafeterias, hallways, and outside areas.</li><li>• Extended Day (after school care) will continue to be provided at the elementary and intermediate schools (3:00 – 5:30).</li><li>• For Extended Morning (before school care) at F.E. Burleson, please contact your student's school office for more details.</li></ul>
<b>Assemblies, Club Activities, Athletics, &amp; Field Trips</b>	<ul style="list-style-type: none"><li>• At this point field trips, pep rallies, assemblies, and award ceremonies are not allowed. This decision will be re-evaluated as the school year progresses.</li><li>• Club activities may be limited according to guidance from the Alabama Department of Public Health (ADPH).</li><li>• Athletic events will be scheduled and regulated in accordance to guidance provided by the Alabama High School Athletic Association.</li></ul>
<b>Child Nutrition Program</b>	<ul style="list-style-type: none"><li>• A rotation of cafeteria, classrooms, and outside dining areas will be used to promote social distancing during lunch.</li><li>• All meals will be served in pre-packaged disposable containers.</li><li>• A contactless payment system will be used for breakfast and lunch.</li><li>• Cafeteria tables will be sanitized between each lunch period.</li><li>• In lieu of water fountains, students will have access to water bottle filling stations and are encouraged to bring reusable water bottles.</li></ul>
<b>Classrooms and Transitioning between Classes</b>	<ul style="list-style-type: none"><li>• Students will sit facing the same direction, and desks will be separated as much as possible.</li><li>• Personal instructional items (scissors, crayons, glue, etc.) should not be shared among students.</li><li>• Hand sanitizer and disinfectant will be available in all classrooms.</li><li>• Hallways will be divided into two lanes to provide greater social distancing.</li></ul>
<b>Cleaning and Disinfecting of Buildings</b>	<ul style="list-style-type: none"><li>• Hospital grade sanitizer and disinfectant will be used for all routine cleanings.</li><li>• High touch areas including desks, door handles/knobs, and water bottle fill stations will be disinfected throughout the day.</li></ul>
<b>Face Coverings</b>	<ul style="list-style-type: none"><li>• Students and staff are encouraged to bring their own face covering to school and wear it when social distancing is not possible.</li><li>• HCS will not require students to wear cloth face coverings at all times; however, students will be required to wear face coverings on school buses, in certain transition situations, and when distancing cannot be maintained. Schools will provide specific guidance.</li><li>• If you want your student to wear a face covering at all times, encourage him/her to do so.</li><li>• School dress code applies in regard to face covering logos, etc...</li></ul>
<b>Hand Hygiene</b>	<ul style="list-style-type: none"><li>• Students and staff are encouraged to wash hands frequently with soap and water.</li><li>• Hand sanitizer stations will be placed throughout each school and in each classroom.</li><li>• Hand washing stations have been added in each building.</li></ul>
<b>Physical Education and Recess</b>	<ul style="list-style-type: none"><li>• Students will not dress out but are encouraged to wear or change into shoes appropriate for physical activity.</li><li>• Social distancing guidelines will be followed as much as possible by utilizing gyms and/or outside areas for activities.</li><li>• PE lessons will primarily focus on personal fitness. Only games/sports with minimal physical contact will be played.</li><li>• This decision will be re-evaluated as the school year progresses.</li></ul>

<b>School Calendar</b>	<ul style="list-style-type: none"> <li>• At this time, there are no changes to the school calendar.</li> <li>• In an effort to return safely to school, ALL students, together with their parents, will begin on August 10 with assignments via distance learning.</li> <li>• This change will allow for additional professional development for our faculty and staff to fully understand the new guidelines from the Department of Public health and the Alabama State Department of Education. This format will not alter the 2020-2021 calendar.</li> <li>• On August 10, traditional school students, in 1<sup>st</sup> -12<sup>th</sup> grades, whose last name begins with A-K, will attend school during normal hours. On August 11, A-K students will not attend in person.</li> <li>• On August 11, traditional school students, in 1<sup>st</sup>-12<sup>th</sup> grades, whose last name begins with L-Z, will attend school during normal hours. On August 10, L-Z students will not attend in person.</li> <li>• For students in PreK and Kindergarten – On August 10, students whose last name begins with A-K will attend half day.</li> <li>• For students in PreK and Kindergarten – One August 11, students whose last name begins with L-Z will attend half day.</li> <li>• For students in PreK and Kindergarten – the half day times will be: PreK 8:30 – 12:00 &amp; K 8:00 – 11:30.</li> <li>• Traditional students, in grades 1 – 12, and virtual students will begin a full-day schedule on August 12, 2020.</li> <li>• If schools are closed unexpectedly, students will take their school issued devices home, and learning will continue in an online format with instruction provided by the students’ classroom teachers.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• All students in PreK - 12 will be issued a Chromebook.</li> <li>• District provided hotspots are available to students who do not have Wi-Fi at home and who must miss school due to COVID-19.</li> <li>• For families who do not have WiFi access in the home, please contact your student’s school office for more details.</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• School buses will operate normal routes. To reduce the number of students on each bus, parents are encouraged to transport their child to and from school if possible.</li> <li>• All buses will have hand sanitizer and masks available for students. Each driver will be provided with a face shield, mask, and gloves.</li> <li>• Students will have assigned seats; family members will be seated together.</li> <li>• All buses will load from the back to the front and will unload from front to back to minimize student contact.</li> <li>• Drivers will open roof hatches and/or windows to keep fresh air circulating during the bus route.</li> <li>• All buses will be disinfected after each trip.</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• Visitors will be limited. Any visitor who goes beyond the front office will be required to complete a health survey including a temperature check and to wear a face covering.</li> <li>• When possible, parent/teacher meetings should be conducted using video conferencing technology.</li> <li>• In an effort to promote social distancing, lunch areas will be limited to students and staff.</li> </ul>
<b>Wellness Monitoring and Attendance</b>	<ul style="list-style-type: none"> <li>• Parents should check their child’s temperature every morning and keep their child at home if the child has a temperature of 100.0 or higher.</li> <li>• Parents should monitor their child for symptoms of COVID-19, including fever, cough, congestion, shortness of breath, difficulty breathing, loss of taste or smell, chills, or gastrointestinal symptoms each morning and keep the child at home if symptoms are present.</li> <li>• Parents should notify the school nurse as soon as possible if their child is staying home from school due to COVID-19. The school nurse will coordinate the excuse of COVID-19 related absences, and these absences will not impact truancy.</li> <li>• Any student who presents with COVID-19 symptoms during the school day will be quarantined until the student leaves campus.</li> <li>• In the case of a positive COVID-19 test of a student or staff member, school officials will follow current guidance of ADPH and the Alabama State Department of Education (ALSDE) regarding contact identification, notification, disinfecting of buildings, and potential campus closures.</li> </ul>

This document was created based on guidance from the Alabama Department of Public Health, the Alabama State Department of Education, and the Centers for Disease Control. Guidance can change as the situation with COVID-19 changes. As guidance changes, this document will be updated. Revision: August 5, 2020



# PROCEDURES: Suspected or Confirmed Cases of COVID-19

<b>EXPOSURE. NO SYMPTOMS</b>	<b>DIAGNOSIS. NO SYMPTOMS</b>	<b>NO EXPOSURE OR DIAGNOSIS. SYMPTOMS PRESENT</b>	
<p>Employee or student shares he/she were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic</p>	<p>Employee or student shares he/she were diagnosed with COVID-19 less than 14 days ago, but is NOT symptomatic</p>	<p>Employees or student presents with at least one of the following COVID-19 symptoms:</p> <ul style="list-style-type: none"> <li>• Fever of 100.0 or higher</li> <li>• New Cough</li> <li>• Chills</li> <li>• Gastrointestinal symptoms</li> <li>• Congestion</li> <li>• New loss of taste or smell</li> <li>• Shortness of breath or difficulty breathing</li> </ul>	
<b>Student</b>	<ul style="list-style-type: none"> <li>• Nurse will isolate student in designated area while wearing appropriate personal protective equipment (PPE).</li> <li>• If appropriate for that student, he/she should wear a mask.</li> <li>• Enact plan to send student home safely (school bus transportation not allowed).</li> <li>• Can return to school once it has been 14 days since last close contact, if he/she does not develop symptoms</li> <li>• Participate in temporary online learning while out.</li> </ul>	<ul style="list-style-type: none"> <li>• Nurse will isolate student in designated area while wearing appropriate PPE.</li> <li>• If appropriate for that student, he/she should wear a cloth face covering.</li> <li>• Enact plan to send student home safely (school bus transportation not allowed).</li> <li>• Clean and disinfect isolation area with an EPA-registered product.</li> <li>• Return 10 days since first positive COVID-19 test if he/she did not subsequently develop symptoms since his/her positive test.</li> <li>• A medical clearance note is required prior to returning to school.</li> <li>• Participate in temporary online learning.</li> </ul>	<ul style="list-style-type: none"> <li>• If appropriate for that student, he/she should wear a mask.</li> <li>• Nurse will isolate student in designated area while wearing appropriate PPE • Enact plan to send student home safely (bus transportation not allowed).</li> <li>• If a student has symptoms with no diagnosis or exposure, he/she can return to school when:               <ul style="list-style-type: none"> <li>- at least 24 hours have passed since recovery defined as resolution of fever without the use of fever reducing medications</li> <li>- improvement of symptoms</li> <li>- at least 10 days have passed since symptoms first appeared.</li> </ul> </li> <li>• If student receives a negative COVID-19 test, and no alternative diagnosis is given, the student must complete the return to school criteria as stated above.</li> <li>• If alternative diagnosis is given, or COVID-19 is not suspected, then the student may return to school once there is no fever without the use of fever-reducing medication and is symptom free for 24 hours.</li> <li>• A medical clearance note is required prior to returning to school.</li> <li>• Participate in temporary online learning while absent.</li> </ul>
<b>School Employee</b>	<ul style="list-style-type: none"> <li>• Immediately go home.</li> <li>• Can return to work once it has been 14 days since last close contact and he/she does not develop symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately go home.</li> <li>• Return after 10 days since first positive COVID-19 test if he/she did not subsequently develop symptoms since his/her positive test.</li> <li>• A medical clearance note is required prior to returning to work.</li> <li>• Clean and disinfect isolation area</li> </ul>	<ul style="list-style-type: none"> <li>• Employee should wear a cloth face covering or surgical mask.</li> <li>• If not well enough to go home, isolate employee in designated area until further arrangements can be made.</li> <li>• If an employee has symptoms with no diagnosis or exposure, he/she can return to work when:               <ul style="list-style-type: none"> <li>- at least 24 hours have passed since recovery defined as resolution of fever without the use of fever reducing medications</li> <li>- improvement of symptoms</li> <li>- at least 10 days have passed since symptoms first appeared.</li> </ul> </li> <li>• If employee receives a negative COVID-19 test, and no alternative diagnosis is given, the employee must complete the return to school criteria as stated above.</li> <li>• If alternative diagnosis is given, or COVID-19 is not suspected, then the employee may return to work once there is no fever without the use of fever-reducing medication and is symptom free for 24 hours.</li> <li>• A medical clearance note is required prior to returning to work.</li> </ul>

**A  
Point of  
Clarification**

**A POINT OF CLARIFICATION:**

**The “Safer at Home” mask mandate has been extended through August 31. Therefore, our mask guidelines have been updated to reflect compliance with the health order. We will continue to monitor and make modifications as needed.**

**Updates as noted below:**

- All students 2<sup>nd</sup> – 12<sup>th</sup> grade will be required to wear cloth face coverings any time 6 ft distancing cannot be maintained. This includes classroom, bus, and transition times. HCS recognizes that there may be exceptions as noted in the “Safer at Home” mask mandate.
- Students Pre-K through 1<sup>st</sup> grade will be encouraged to wear face coverings. Face coverings will be required on the bus and during transition times. When distancing cannot be maintained in the classroom, students will be required to wear either a face shield or a cloth face covering.