



Hartselle City Schools' Roadmap to Reopening Complete Parent Guide



This Parent Guide will:

- State the HCS Guiding Principles in Response to Outbreak decision-making.
- Provide a broad overview of wellness protocols.
- Provide parents with school contact information.
- Provide to parents and students general Statements of Assurance and Concern
- Outline the Green/ Yellow/ Orange/ and Red HCS Response to Outbreak protocols and what they mean to parents and students.
- Suggest a “First Things First” expectation.
- Outline the expectations of parents in responding to Outbreak.
- Outline the expectations of students in responding to Outbreak.
- Outline what can be expected from school nurses and health rooms in responding to Outbreak.
- Outline what can be expected from teachers if:

Students elect to be virtually educated for a semester or an entire school year.

Students must be educated virtually during a mandated quarantine due to exposure or due to infection.

Students attend school traditionally.

- Provide The HCS Chromebook Protocol
- Provide a “Return to School” protocol.
- Provide anticipated FAQs with answers where we can provide them.
- **Provide a “Print and Return” document of understanding for parents and students to sign in order for students to begin the school year and receive a Chromebook for school and home use.**

Guiding Principles

1. FERPA and HIPAA guidelines will be honored, but HCS will strive to be transparent. We will be clear about what we know and what we don't know. We will be clear about what we can control and what is outside our control.
2. We will be equitable in our decision making. We will strive to do what is best for ALL.
3. We will strive to remain informed and we will listen and adjust as we can.
4. We will prioritize student and staff wellness and safety.
5. We will consider the needs of families.
6. We will consider the healthcare capacity of our community to address a spread of infection and recognize that our actions or inactions can impact that capacity.
7. We will be decisive and agile. **Our plans and this guide are subject to ongoing change based on the guidance of the ALSDE, the ADPH, and other such agencies.**

Contact Information

HHS Principal Brad Cooper	Nurse Tiffany Worley	256.751.5615
HJHS Principal Rocky Smith	Nurse Amanda Mote	256.773.5426
HIS Principal Earon Sheats	Nurse Christine Craig	256.773.6094
BBES Principal Tina Towers	Nurse Karen Bynum	256.773.1931
CES Principal Karissa Lang	Nurse Christy Martin	256.773.9967
FEB Principal Phillip Jarmon	Nurse Wendy Crawford	256.773.2411

Hartselle City Schools Central Office Contact Information

Superintendent Dr. Dee Dee Jones
Transportation and Safety William Booth
District Nursing Kelli Morton
Child Nutrition Program Jenny Newton
Special Education LeeAnne Pettey
Curriculum and Instruction Susan Hayes and Dena Mayfield

All can be reached at
256.773.5419

General Statements of Assurance

- We are considering the conditions in our schools *and* in our community.
- We are abiding by stringent and appropriate cleaning protocols.
- When conditions warrant, we are modifying student schedules, hallway transitions, meal service, transportation protocols, the protocols for shared materials or spaces or equipment, and more.
- Daily, we are modeling and encouraging healthy practices among students and staff.
- We are working to remain agile in our responses. We are operating our traditional classrooms in a manner that could pivot to virtual schooling should conditions warrant such.

General Statement of Concern

- HCS prioritizes the health of its students and staff, but it would be disingenuous for us to assert that we can guarantee the wellness and safety of every student under our care. Even when we adhere to the guidelines of the ALSDE, ADPH, and other such agencies, our students and staff will likely fall victim to the virus in a way that is similar to what the rest of our community will experience. Every variable intended to mitigate the spread of the virus is contingent upon ALL upholding their role in keeping the illness contained. All depend on all. As we do our part, please do your part.



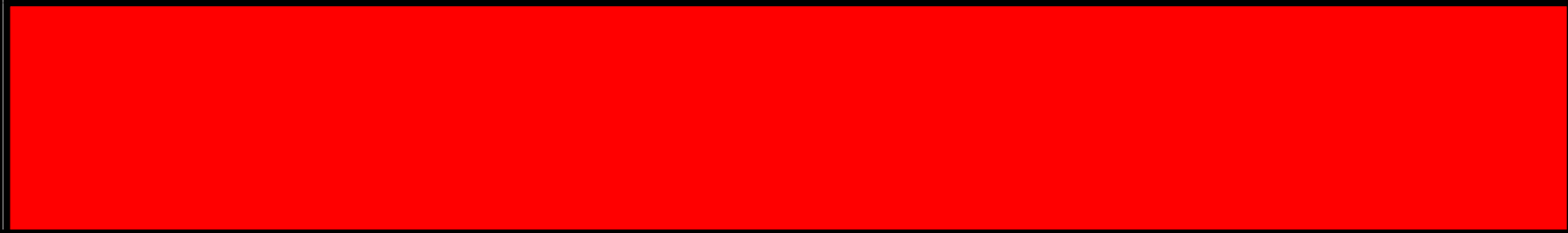
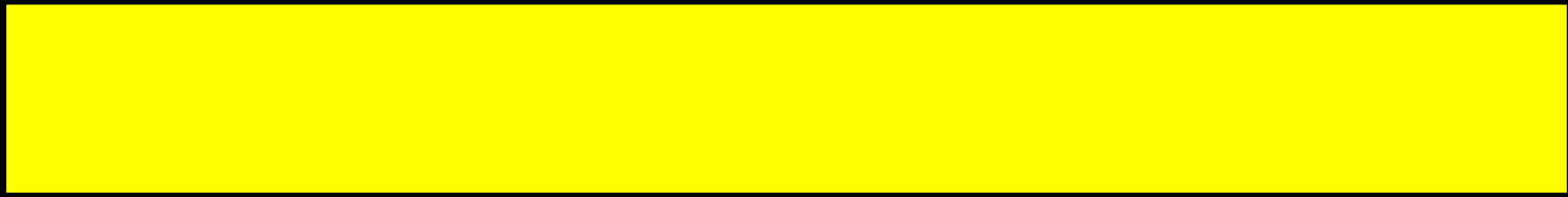
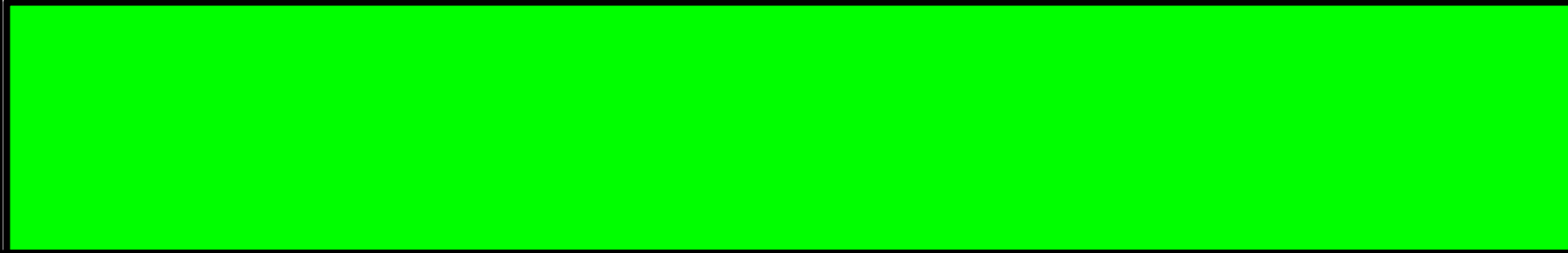
GREEN = Schools will heighten awareness to community outbreak and will strengthen cleaning protocols and daily, healthy practice reminders to students and staff.

YELLOW = Schools will heighten awareness to community outbreak and will strengthen cleaning protocols and daily, healthy practice reminders to students and staff. On a school by school basis, modifications in schedules and other daily practices may be warranted.

ORANGE = Cleaning protocols and daily, healthy practice reminders will be strengthened. All schools will modify schedules and other daily practices.

RED = Schools will likely close and will re-open only when conditions within the schools and the community warrant.

Schools and the Central Office will post signs on the doors indicating the current status/wellness protocols.



A Point of Clarification:

The ADPH is using a color-coding system for counties. This is not directly tied to that.

This color-coding system is tied specifically to the Hartselle community and its schools.

So a status of “red” from the ADPH for the entire county does not *automatically* translate to a status of “red” for the schools.

“First Things First”

1. Download the Hartselle City Schools app.
2. BE CERTAIN your contact information is updated. BE CERTAIN the primary contact and phone number are those you would wish to be contacted should a student fall ill at school.
3. Be certain HCS has a parent email address that is regularly checked.
4. **Refer to the last page of this guide and sign**, together with your student, the agreements. These agreements will enable your student to take possession of an HCS Chromebook. We will ask that you work with your student to ensure that Chromebooks are brought to school each day charged and ready to use. (We will not have an “alternate” classroom Chromebook that is shared and for all.)
5. If your student has been exposed to COVID-19 or is exhibiting known Covid-19 symptoms or has a fever for any known or unknown condition, **KEEP YOUR STUDENT AT HOME AND CONTACT THE SCHOOL NURSE** at the school your student attends. School nurses may respond depending on the information you provide, but know that nurses will honor your student’s HIPAA rights.
6. School buses will be our most difficult environments to secure. Know this as you plan for your student’s daily transportation.

Expectations of Parents

- Ensure that all **emergency contact** information is updated. Phone numbers and email addresses should be updated.
- Stay abreast of changes and protocols should HCS again be required to close campuses. Have you downloaded the **HCS app**? Are your contacts updated? All will be crucial in your plan to receive updated information.
- Complete the **Agreement** at the end of this Guide.
- Together with your student, stay in contact with the classroom teacher. DO YOU KNOW HOW TO ACCESS YOUR STUDENT'S GRADES via **INOW**? When school begins, look for details coming home from the school.
- Contact the school nurse if your student has a health condition that puts them at [high risk for for severe illness due to COVID-19](#). (Parents are advised to speak with their child's primary care physician about returning to school.)
- HCS will not *require* students to wear cloth face coverings **at all times**, but we will *encourage* students to wear **face coverings** at all times. **Students will be required to wear face coverings on school buses and in certain transition situations and when distancing cannot be maintained.** Schools will provide specific guidance. If you *want* your student to wear a face covering at all times, encourage him/her to do so. **School dress code applies in regard to face covering logos, etc...**
- Whether you choose for your student to wear a face covering or not, encourage your student to **respect the mask/shield-wearing** of others. Students, teachers, or their families may be in situations where they or those with whom they are in close contact are immunocompromised. Please teach your students to respect others' situations and their space.
- If your student has a **fever (≥ 100.0)**, keep him/her at home. (Fever that diminishes with Tylenol or Ibuprofen is not the same as "fever free.") If your student is exhibiting other Covid-19 [symptoms](#), keep him/her at home until you receive guidance from a medical professional. If you know your student may be compromised, do not risk infecting others.

Expectations of Parents, Continued

- Be certain your student understands the rule of “6x15.” If your student is more than six feet away from someone who is infected, your student is more likely to be safe based on what we know right now. If your student is closer than six feet to someone with no PPE but is in their presence for fewer than 15 minutes, your student is more likely to be safe based on what we know right now.
- Be certain your student understands the importance of thorough **hand washing**.
- Should your student become infected, know that we will work with ADPH to **make notifications** in order to slow the spread of the virus. Our records will enable us to trace those with whom your student has come into contact in classrooms. Please assist us as we confirm contact with school friends in order to make those notifications. **We will honor your student’s privacy/ HIPAA rights.**
- Your student will have a **Chromebook** assigned to him/her. This assignment will come with **responsibilities**. See the agreement at the end of this Guide for details.
- Should we move to a status of red and then to virtual/ distance learning only, work with your student to remain **engaged** in that learning. **Assignments and grades** will be similar to those in the traditional classroom and **will count**. Students who ignore these assignments will receive a zero.
- Should we move to a status of red... or to any status... please contact the School Counselor should your child or family need **mental health services** from HCS. These are available, and we will work to readily provide them. (Contact via email. dana.gladden@hartselletigers.org)
- Should we move to a status of red and then to virtual/distance learning, the Hartselle City Schools app will keep you abreast of meal offerings. Students who would be eligible for a **free or reduced school lunch** remain eligible even if they opt for an all-virtual education. Need more information? Contact Jenny Newton at 256.773.5419.

General Changes Parents Can Expect

- With rare exception, parents will **not be permitted on to campus** beyond the boundaries established by building Principals. Visitors may not join students for meals, parties, classroom activities, etc... during the time of Outbreak.
- With rare exception, parents **will not come onto campus** for teacher conferences or IEP meetings in the traditional, face-to-face way. Contact your school for its conferencing protocol should a conference be needed.
- Though permitted to check their students out from school for dental appointments, funerals, etc..., an **alternate protocol** will be established at each school for doing so to minimize building entry. Each school will inform parents of its protocol. Should a building be entered, a parent must wear a mask.
- Parents **will not walk students to their classrooms** on the first day of school.
- With rare exception, there will be **no academic field trips** in the 2020-2021 school year.

Again, our plans and this guide are subject to ongoing change based on the guidance of the ALSDE, the ADPH, and other such agencies.

First Day Guide... Grades 1-12

MON, August 10th

First day of school for students whose last name begins with A-K.

(L-Z won't attend.)

Full day

Buses will run mornings and afternoons.

TUE, August 11th

First day of school for students whose last name begins with L-Z.

(A-K won't attend.)

Full day

Buses will run mornings and afternoons.

WED, August 12th

All students (A-Z) will attend.

Full day

Buses will run mornings and afternoons.

(see next slide for K and Pre-K exceptions)

First Day Guide... Pre-K and K

MON, August 10th

First day of school for students whose last name begins with A-K. (L-Z won't attend.)

PK attends 8:30a-12:00p

K attends 8:00a-11:30a

(any K bus riders will be accommodated)

TUE, August 11th

First day of school for students whose last name begins with L-Z. (A-K won't attend.)

PK attends 8:30a-12:00p

K attends 8:00a-11:30a

(any K bus riders will be accommodated)

WED, August 12th

All students (A-Z) will attend.

PK attends 8:30a-12:00p


K attends 8:00a-11:30a

The purpose of the delayed start times on is to clear the area of other students and parents in order to provide Pre-K and K parents space for their traditional photo opportunities and goodbye hugs.

Masks are required if social distancing cannot be honored.

Again, beginning August 12th, all Pre-K and K students will attend half days.

Beginning August 19th, all Pre-K and K students will attend per usual.



In the 2020-2021 school year, schools will **open their doors to students at 7:15 am.** Students will be supervised.

We will work to stagger breakfast service and honor social distancing protocols.

Elementary Schools and HIS will continue to offer Extended Day services to families for as long infection rates permit. Each school's protocols for distancing students and the activities offered to students may be modified. Schools will communicate details to families.

Expectations of Students

- Ensure that all **emergency contact** information is updated. Phone numbers and email addresses should be updated.
- Stay abreast of changes and protocols should HCS again be required to close campuses. Have you downloaded the **HCS app**? Are your contacts updated? All will be crucial in your plan to receive updated information.
- Complete the **Agreement** at the end of this Handbook.
- Together with your parent or guardian, stay in contact with the classroom teacher. **DO YOU KNOW HOW TO ACCESS YOUR GRADES via INOW?** When school begins, get that information and share it with your parents/ guardians.
- Stay home if you have a **fever** or feel sick. (Lowering a fever with Tylenol or Ibuprofen does not equal “fever free.”)
- Wear a **cloth face covering on the bus and in certain situations as directed by the school. Feel free to wear a face covering at all times. Respect** those who do wear a face covering at all times.
- Obey **social distancing protocols**. Wash hands. Honor the posted signs for foot traffic patterns and other safety protocols.
- **Inform the school nurse** if you feel sick. Together with your parents, inform the school nurse if you are immunocompromised.
- Care for, bring to school, and use appropriately the **tech** assigned to you.
- Abide by all HCS **tech policies and procedures**.
- **Engage** in learning whether traditional or virtual. Grades will count toward your average.

Expectations of Students, Continued

- Should we move to a status of red... or to any status... please contact the School Counselor should you need **mental health services** from HCS. These are available, and we will work to readily provide them. (Contact via email. Unsure how? dana.gladden@hartselletigers.org)
- Should we move to a status of red, the Hartselle City Schools app will keep you abreast of meal offerings. If you are eligible for a **free or reduced school lunch** you will remain eligible even if you choose an all-virtual education. Need more information? Contact Jenny Newton at 256.773.5419.

Protect yourself, your fellow students, your teachers, and your family by adhering to social distancing protocols and by regularly washing your hands. Honor all protocols for wellness. We are depending on you!

You will be assigned a Chromebook for the school year.

- 1. Bring it to school and take it home each day.**
- 2. When you arrive at school, it should be charged.**
- 3. Properly sanitize it each evening.**
- 4. Use it appropriately and in alignment with HCS tech policies and protocols.**
- 5. Handle it carefully. The loan of tech to a student is a privilege that can be revoked if there are ongoing issues with care and use.**
- 6. If your tech is broken or stolen, report that to the office at your school.**

What Students and Parents Can Expect of Nurse and Healthroom Response Protocols

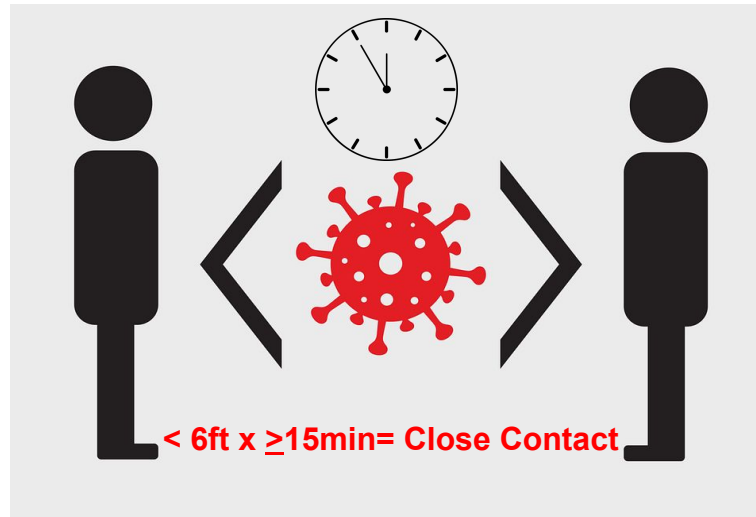
1. Healthrooms will have “well” areas and “sick” areas to separate those who are there for regular medicines or treatments from those who are running fever or exhibiting symptoms.
2. Nurses will wear PPE.
3. Students who exhibit symptoms and/or run fever will be provided a mask and placed in a designated quarantine area.
4. Parents/ guardians will be notified.
5. The parent/guardian must pick the student up from school immediately.
6. In order for the student to return to school before the end of the 14 day quarantine period, the medical professional must release the student due to an alternative diagnosis. In other words, if a student tests positive for Strep and negative for COVID-19, he/she may return to school **when released by the medical professional**.
7. If a student tests positive for COVID-19, the school nurse will collaborate with the ADPH in identifying close contacts within the school(s). Essentially, this would be other students or staff who have been within 6 feet for 15 or more minutes or as deemed by the ADPH.
8. As advised by the ADPH, staff members, students, and parents will be notified, but they will not be given the name of the student who is a suspected or confirmed positive. HIPAA privacy standards will be honored.

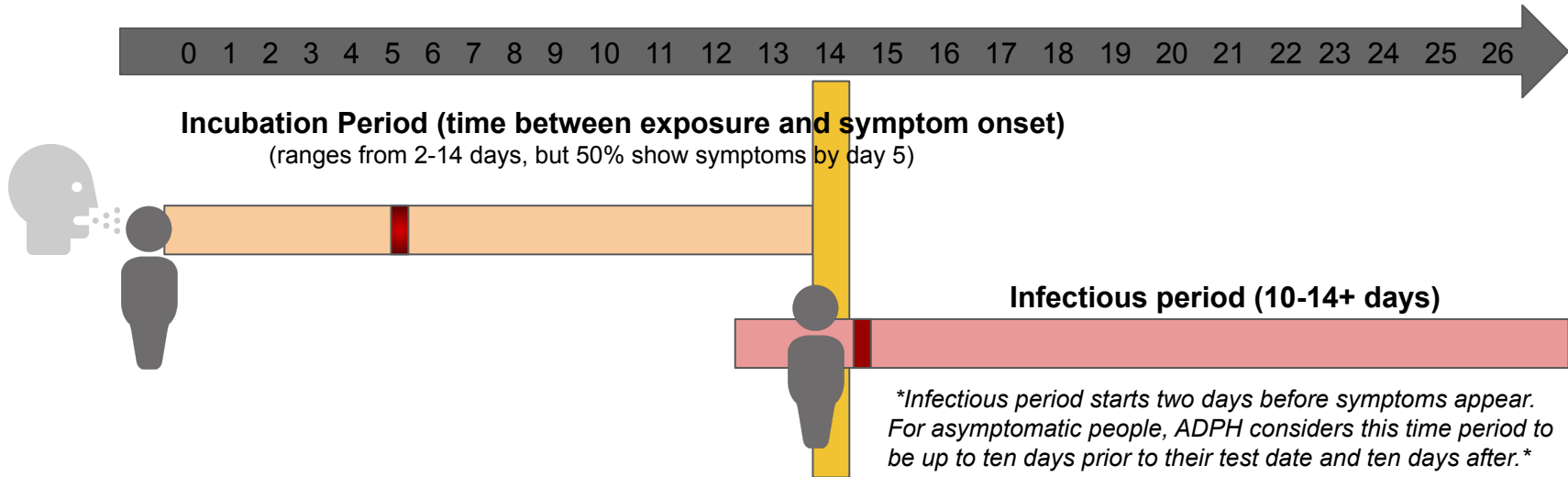
“Close Contact” Defined and Illustrated

For COVID-19, the CDC and ADPH define close contact as:

“any individual who was within 6 feet of an infected person for at least 15 minutes; close contact can occur while, caring for, living with, visiting, or sharing a healthcare waiting area or room” or other situations identified by ADPH.

**HCS nurses will collaborate with ADPH in identifying and notifying close contacts in the school setting.
*If your student has been tested, had possible exposure and/or identified as a close contact, please notify district nurse, Kelli Morton, immediately.***





Isolation: keeping sick person away from those who are not sick

- Those with a positive COVID-19 test, or those awaiting results from COVID-19 test should isolate in home
- Must meet certain criteria to discontinue isolation

Quarantine: keeping someone who may have been exposed to COVID-19 away from others

- Even if tested and result is negative, quarantine should continue for 14 days from the last contact with the COVID-19 positive person

Return to School Protocol (Based on current [ADPH Isolation & Quarantine COVID-19 Timeframes](#))

Please note that this protocol is subject to change based on ADPH and ALSDE guidance

- Students who are sent home with COVID-19 symptoms, will be asked to follow up with their healthcare provider and follow ADPH isolation guidelines.
- Current ADPH guidance states that unless an alternative diagnosis is given, that student must complete the same isolation protocol as positive COVID-19 cases. **Student must provide a clearance note prior to returning to school.**
- Current criteria for returning to school after a COVID-19 diagnosis is:
 - 1) At least 10 days from onset of symptoms AND
 - 2) At least 3 days (72 hours) after *recovery*. (*Recovery is defined as “resolution of fever without use of fever reducing medication and progressive improvement or resolution of symptoms.”*)
- Students who are identified as a “close contact” to a positive COVID-19 case (either from exposure in or outside of school) will be asked to quarantine 14 days from the date of last exposure. Return to school date will be based on this 14 day timeline unless student exhibits symptoms. If that happens, the above protocol will be followed.

It is important to note....

- *If the positive case is within the home and ongoing exposure occurs, the 14 day timeframe does not begin until the exposure to the infected person ends.*
- *Any person tested must isolate/quarantine until they have final test results.*
- *If the person being tested is a household contact and symptomatic and they are unable to isolate away from the student while they are awaiting test results, student should also quarantine/stay home until final test results are received. This is usually 2-3 days.*

If students elect to be virtually educated for a semester or an entire school year...

1. Students and parents must sign an agreement which specifically outlines expectations.
2. Students will not intermittently move from virtual to traditional. A virtual choice is a semester commitment. Students who choose virtual may opt-out for one week. No opt-outs will be permitted after August 19th.
3. A Chromebook may be borrowed from HCS. Students and parents will enter into a tech agreement with HCS.
4. Virtual students will have assigned teachers. In other words, the traditional teacher for a particular grade level or content area will not likely also be the virtual teacher for the grade level or content area.
5. Last Spring, teachers were *very* flexible with assignment due dates and with grading. Students who *choose* a virtual semester should not expect the same to be true. Expectations will mirror those of traditional classrooms. Assignments and grading will be more rigorous.
6. There will be some electives that will not be offered virtually at all or will have a hybrid of “receive the how-to virtually” and then “come onto campus at this time and that time” for the lab portion of the work. Students who receive gifted services may continue to receive those in campus if they choose.
7. Students who choose a virtual semester may continue to participate in extracurricular activities but will likely have to come to campus for practices, evaluations, tryouts, auditions, etc....
8. At this time, students who choose a virtual semester must come onto campus for State testing. HCS will modify this if the State changes its plan and requirements.
9. **VERY CAREFUL CONSIDERATION** should be given to this choice. Few students are able to successfully complete a full schedule of virtual classes without ongoing adult supervision in the home.
10. Students enrolled in HCS but completing their education virtually remain eligible for a free or reduced breakfast and lunch should they qualify. Interested parents should speak with Jenny Newton at 256.773.5419.

If students must be virtually educated during a mandated quarantine due to exposure or due to infection...

1. Whenever possible, students will retain their regular class schedule and their regular teachers.
2. Using a program called Screencastify, teachers will record each day the work that they put on the whiteboard in the classroom. And so the recorded lesson will not be one that features the teacher's face, it will be one that features the teacher's voice explaining the work on the whiteboard. The teacher will then load that recorded lesson and other resources onto Google Classroom. From home, the quarantined student can access the Google Classroom and have all that is necessary to keep up with his/her class during the 14 days at home. (The student may be one day behind others in his classroom.)
3. Should a student fall seriously ill and should another method of instruction or a different schedule be considered, the parent should contact the school Principal. The Principal will make whatever accommodations he/she can.
4. Should a student be too ill to complete work as it is assigned, consideration for make-up work will be given as it has always been given.
5. Quarantined students will not be permitted on any campus or at any school-sponsored event during their period of quarantine.
6. Should students need additional help or services... including access to mental health services... they should call the school's guidance office.
7. Students enrolled in HCS but completing their education virtually remain eligible for a free or reduced breakfast and lunch should they qualify. Interested parents should speak with Jenny Newton at 256.773.5419.

If students attend school traditionally...

1. Students who attend school traditionally should expect changes to their school days. These changes will differ from school to school based on student schedule requirements, other student needs, and community levels of infection. Changes *may* include but are not limited to:

- *Changes in hallway and other foot and car traffic patterns
- *Changes in protocols for entering and exiting the building
- *Changes in break and recess protocols
- *Changes in between-class transitions
- *Changes in the way PE classes and other elective classes may be structured
- *Changes in the way lunch is served and where lunch is eaten
- *Changes in the way students gather for assemblies
- *Changes in after-school program protocols and after-school event protocols

2. Students will be assigned/loaned a Chromebook which will travel from home to school and back each day. The Chromebook should be sanitized and charged each evening at home so it will be ready for the next day of instruction. (There will be no “shared” or “loaned” Chromebooks at school. Students are to touch only their own Chromebooks.)

HCS Chromebook Protocol

- Every HCS PK-12 student will receive a Chromebook for school use.
- The Chromebook remains the property of HCS and is to be used in accordance with HCS tech policies.
- The student will return the Chromebook to HCS at the end of the school year or when requested.
- The student is expected to care for the Chromebook and properly sanitize it each evening.
- The student is expected to bring the Chromebook back to school each school day. It should be charged.
- Should the student lose or damage the Chromebook, he/she will report this to the office at the school.
- The privilege of borrowing an HCS Chromebook can be revoked should HCS determine students have not adhered to policies and protocols.

Miscellaneous FAQs

- What if I need to check my child out of school to go to the dentist, to a funeral, etc...?

*Each school will have a protocol regarding where or how you enter the building, where you go, etc....
The school will communicate this to you.*

- Will students go on field trips this year?

With few exceptions, students will not go on academic field trips this school year.

- Will schools be allowed to have pep rallies, assemblies, or award ceremonies this year?

At this point, these type events will not be allowed. However, this decision will be re-evaluated as the school year progresses.

Tech-Related FAQs

- How do I properly “sanitize” my student’s Chromebook each evening?

See [CDC guidance](#)

- What happens if my student leaves his/her Chromebook at home?

Your student will call and ask that you bring it to school. HCS will not have Chromebooks that can be loaned or shared. Our goal is for one student to touch only his/her Chromebook. Coming to school without the Chromebook will compromise your student’s education for the day. The Chromebook should be charged.

Campus-Related FAQs

- Can I come onto campus and have lunch with my child/ participate in a classroom party or event/ volunteer to make copies for the teachers/ or other similar activities?

Unless conditions and the spread of infection changes, no. (There may be rare exceptions, but those will be considered on a case by case basis by the Principal and/or Superintendent.)

- If I can't come onto campus but need to conference with the nurse, my student's teacher, the Principal, etc..., what should I do?

Each school will have a protocol for enabling conferencing is a way that honors wellness protocols. Contact the Principal should you wish to arrange a meeting or conference.

Virus-Related FAQs

- **I received notice that my student is quarantined and cannot return to school for 14 days. I immediately went to get him/her tested. The test is negative. Can we return immediately?**

No. According to current ADPH guidance , “if a contact to a person with confirmed or suspected COVID-10 tests negative, they need to finish out the 14 days. The negative test does not mean they will remain negative and they should finish out the full 14 day quarantine period”

- **I went to visit my neighbor and then returned home where I have interacted with my family. I just learned that my neighbor has tested positive for COVID-19. Must I quarantine my children? What are my next steps?**

Based on your contact with your neighbor, you could be identified as a close contact and will need to quarantine (depending on the length and type of exposure). You will need to contact ADPH for guidance as they will help determine if you would be considered a contact or not. Since your children did not have interaction with your neighbor, they do not need to quarantine. They would not need to quarantine unless you develop symptoms and/or test positive.

- **My child was sent home with COVID-19 symptoms. I took him/her to be tested and it was negative. Can I bring her back to school the next day?**

Refer to slide entitled Return to School Protocol

- **I want my student to wear a mask. What is the best way to sanitize them?**

<https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-how-to-care-for-your-face-mask>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

- **How will my student stay caught up with school work if he/she is on a 14 day quarantine?**

Refer to the slide entitled “If students must be virtually educated during a mandated quarantine due to exposure or due to infection...”

Hartselle City Schools “Response to Outbreak” Agreement/ Acknowledgement

- We understand that the school, athletic facility, and bus environments will not be virus-free. HCS will do its part to mitigate spread. *We will do our part.*
- We will not come onto campus when running fever or exhibiting symptoms. We understand that infection and/or close contact will result in a quarantine period of at least 10-14 days even when symptom free. We will honor the “return to school” protocol.
- We will honor wellness protocols put into place on school campuses and at events.
- We know that we may choose to attend traditional school or virtual school.
- We have read and understand the Chromebook Protocols.
 - We understand that the Chromebook is the property of Hartselle City Schools.
 - We will abide by HCS Tech policies and protocols in the use of the Chromebook.
 - We will properly care for and sanitize the Chromebook.
 - We understand that the Chromebook is for school use and will use it appropriately.
 - We understand that the Chromebook should be charged nightly and ready for school the next day.

Parent or Guardian Signature

Date

Student Signature

Date

Thank you for partnering with us in our efforts to prioritize the safety of our students and staff.

Please sign this Agreement and return it to the school.