

HUNTSVILLE
CITY
SCHOOLS
RESET PLAN
AUGUST, 2020

CONTINUING THE LEGACY OF
LEADING AND LEARNING



HUNTSVILLE CITY
SCHOOLS



Christie Finley
Superintendent
Huntsville City Schools



Dear Huntsville City Schools Family,

Our team at Huntsville City Schools is proud to present to you the district's Reset Plan for the upcoming school year. This plan is the result of months of hard work by our senior leadership team both at the end of last school year and throughout the summer.

We are intentional in referring to this document as a "Reset Plan." This plan describes more than a reopening of schools or restarting the school year. We are truly resetting how we engage in teaching and learning while in the midst of a pandemic. My team developed this plan with several important considerations in mind including the continued monitoring of our local public health situation and the promotion of the health and safety of our students, faculty, and staff. The key to our plan is our commitment to our mission, vision, values, and strategic plan.

My team developed this plan based on broad feedback from our community: students; parents/guardians; teachers; principals; and local community leaders. For example, our team distributed surveys at the end of last school year, and we were mindful of that feedback during the development of this plan. Additionally, we continue to engage in dialogue with numerous community groups because we value those relationships.

During these tough times, we have all learned that this pandemic creates extremely fluid situations, so our plan contains various contingencies to account for this. Despite these contingencies, I must acknowledge that this plan is subject to change as the public health situation evolves. We are doing our absolute best to be transparent and to keep our students, their families, and the community informed during this process. We ask for your continued patience, flexibility, and understanding should our current plan need to change.

As educators, we enter this profession because we aspire to make a positive impact in the lives of students. As superintendent, I ask you to take a moment to thank a teacher or a staff member. We are proud of our team in Huntsville City Schools, and we cannot thank them enough for their commitment to what we do every single day.

We thank you supporting Huntsville City Schools, and we thank you for supporting the children of Huntsville City Schools.

Very Respectfully,

Christie Finley
Superintendent, Huntsville City Schools

OUR FOUNDATIONS ARE OUR MISSION, VISION AND VALUES

TO NEGOTIATE THE
VARIABLES IN THIS DYNAMIC
ENVIRONMENT, ALL OUR
DECISIONS ARE DRIVEN BY
OUR MISSION, VISION AND
VALUES.

HCS MISSION

INSPIRE, ENGAGE AND EMPOWER ALL STUDENTS IN
BECOMING CREATIVE PROBLEM SOLVERS, ACTIVE
CITIZENS AND LIFELONG LEARNERS THROUGH
RIGOROUS CURRICULUM AND RELEVANT
INSTRUCTION WITHIN A SUPPORTIVE ENVIRONMENT

HCS VISION

- HIGH EXPECTATIONS
- CHARACTER DRIVEN
- STUDENT CENTERED

HCS CORE VALUES

- SERVICE MINDED
- TRANSPARENT
- RESILIENT
- ACCOUNTABLE
- TEAM FOCUSED
- EQUITABLE
- GOAL ORIENTED
- INCLUSIVE
- CREATIVE



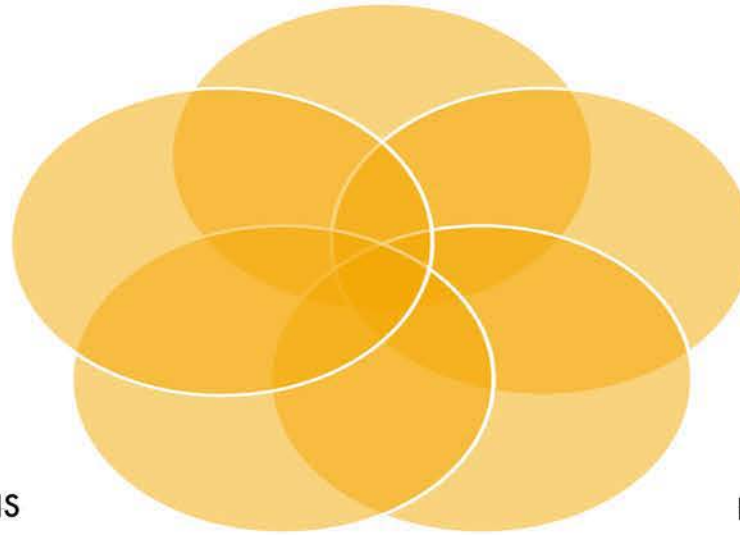
PILLAR 1:
LEARNING OUTCOMES

PILLAR 2:
WHOLE
STUDENT
DEVELOPMENT

PILLAR 3:
PROFESSIONAL
GROWTH

PILLAR 4:
OPERATIONS
AND
RESOURCES

PILLAR 5:
COMMUNITY
CONNECTIONS



FOUNDATION : HCS STRATEGIC PLAN



STRATEGIC PLAN PILLARS

HUNTSVILLE CITY SCHOOLS HAS TASK-ORGANIZED OUR STAFF TO WORK ACROSS STRATEGIC PLAN PILLARS IN THE DEVELOPMENT OF OUR RESET PLAN.



THE HCS RESET PLAN ENABLES 2 LEARNING OPTIONS.

TRADITIONAL

STUDENTS ATTEND SCHOOL DAILY ON A NORMAL SCHEDULE. IF HEALTH CONDITIONS WARRANT, HCS IS PREPARED TO EMPLOY ALTERNATIVE METHODS FOR TEACHING & LEARNING.

VIRTUAL ACADEMY

A FULLY ONLINE LEARNING EXPERIENCE FOR STUDENTS WHO ACCESS LEARNING MATERIALS ANYWHERE AT ANY TIME IN THE ONLINE ENVIRONMENT. THE PROGRAM OFFERS EACH STUDENT A PERSONALIZED PACE AND SCHEDULE.



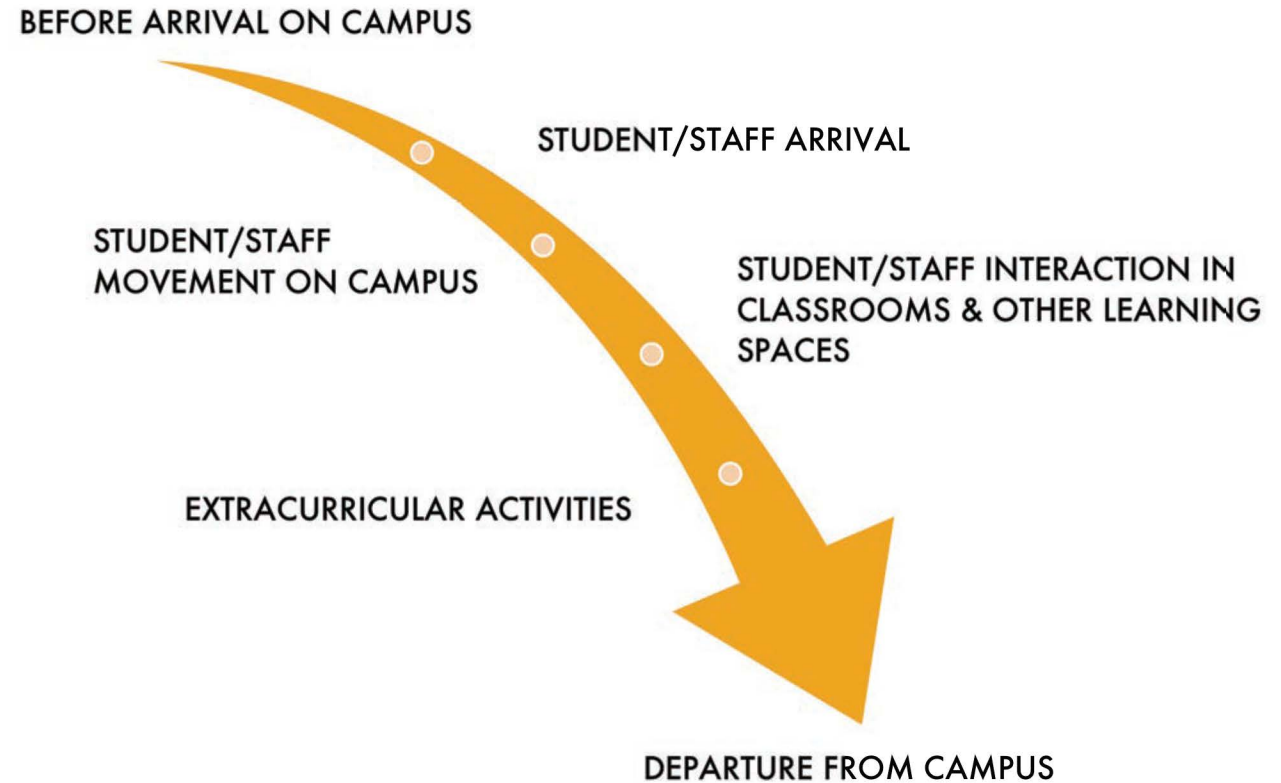
Education Options

	Education Options	
Start Of School	Traditional <ul style="list-style-type: none">• In-classroom instruction• 5 days a week• Social distancing enforced• Masks for students & teachers	Virtual Academy <ul style="list-style-type: none">• No classroom instruction• Working remotely on HVA platform
Rise In COVID-19 Cases	Staggered Schedule <ul style="list-style-type: none">• In-classroom instruction• Limited number of days per week• Social distancing enforced• Masks for students & teachers	No change for HVA students
COVID-19 Outbreak	Full Remote Learning <ul style="list-style-type: none">• No in classroom instruction• Students work from home using the District's remote platforms• Teachers reach out to students and families via phone, remote platform and video calls	No change for HVA students



HCS RESET PLAN ADDRESSES THE ENTIRE SCHOOL DAY

OUR RESET PLAN ENABLES
MAXIMAL RISK MITIGATION
FOR STUDENTS, STAFF AND
FACULTY THROUGHOUT EACH
DAY.



TIERED APPROACH: HCS RESET STEPS 1-2-3

BASED ON STATE HEALTH OFFICER & STATE DEPARTMENT OF EDUCATION GUIDANCE, HCS HAS FOLLOWED A TIERED APPROACH TO RESET.

STEP 1 - JUNE 8

OPEN UP CAMPUSES FOR ATHLETIC PRACTICE AND EXTRACURRICULAR ACTIVITIES.

STEP 2 - JULY 6

EXPAND CAMPUS CAPACITIES FURTHER FOR SUMMER INSTRUCTION, DRIVERS EDUCATION AND SPECIAL EDUCATION EXTENDED SCHOOL YEAR.

STEP 3 - AUGUST 17

CLASSES RESUME

MAY 21, 2020 GOVERNOR IVEY ISSUED AN UPDATED ORDER, ALLOWING ATHLETIC PRACTICE AND EXTRACURRICULAR ACTIVITIES AS OF JUNE 1. HCS CHOSE TO BEGIN ON JUNE 8 IN ORDER TO SET APPROPRIATE RISK MITIGATION PROTOCOLS AND CONDUCT TRAINING.



LEARNING OUTCOMES

CONTINUING THE LEGACY OF
LEADING AND LEARNING



HUNTSVILLE CITY SCHOOLS

Students' First Week of School (August 17-21, 2020)

Our students will enter the school year in a traditional or virtual learning framework. During the first week of school, students will participate in the following tasks based on the learning framework option chosen by parent.

- Students will be issued Chromebooks and laptops along with device training, if needed.
- Teachers will work with students to become familiar in accessing and using Schoology to communicate with teacher, retrieve instruction and assignments, submit completed assignment tasks, and locate grade level curriculum (SchoolsPLP).
- Teachers will practice classroom and/or online procedure.
- Students will be administered beginning of year assessments so educational plans can be developed to address academic needs.
- Students will begin receiving grade level instruction and assignments using the learning management system (Schoology) and the online curriculum (SchoolsPLP)



K - 5 SUPPLY LIST

Huntsville City Schools	
2020-2021 Elementary School Supply List	
Item	Quantity
3 Ring Binder	1
Colored Pencils (12 pack)	1
Composition Notebook	2
Crayons (24 pack)	1
Dry Erase Markers (4 pack)	1
Erasers (pink-3 pack)	1
Folders (pockets and brads)	4
Glue Stick (2 pack)	1
Headphones	1
Highlighters (2 pack)	1
Loose Leaf Paper (200 wide ruled)	1
Markers (8 pack)	1
Pencil Bag/Box	1
Pencils (12 count)	2
Scissors (student)	1
Spiral Notebook	3
Water Bottle	1
Face Covering/Mask	1



6 -12 SUPPLY LIST

Standardized School Supply List - Grades 6 - 12

Loose leaf paper

Pencils

Pens

Erasers

3 Ring Binder(s)

Subject Dividers

Spiral ring notebooks for each subject

Subject folders

District Issued Device

Facial Covering

Headphones

Scissors

Highlighters



Traditional Learning Framework

Option 1: Traditional Learning: Students attend school daily on a normal schedule (Monday-Friday)

- Student devices will be issued the week of August 17 -21, 2020 who need devices.
- Students participating in the traditional learning option will return to school on August 17th following a normal operating schedule.
- Students participating in traditional learning will remain in this framework for at least one semester unless an exception is granted due to extenuating circumstances.
- K-12 students will be assigned coursework and assignments from the digital curriculum (SchoolsPLP or Access) and other instructional resources and is facilitated by HCS classroom teachers through learning management system, Schoology.



Traditional Learning Framework

- Classroom information, newsletters, important dates, times, and events will be shared with students and parents via Schoology, email, telephone, Class Dojo, and other acceptable communication tools.
- Classroom teachers will use additional instructional materials to teach standards, provide additional practice, and meet the academic needs of students.
- Teachers will enter at least two grades per week in each subject.
- Physical education, art, music, choir, and band teachers will enter grades in INOW when scheduled.
- The classroom teacher will conduct before, during, and after face-to-face educational guidance when students are physically present.
- The classroom teacher will record all lessons and place in Schoology for student retrieval using Microsoft Team, Google Meet, etc.



Traditional Learning Framework

- The classroom teacher will provide intervention support or lessons to students when the data indicates a need.
- Physical education classes will be face-to face when students are physically present in the school building. However, the PE will occur in multiple large space areas on campus.
- Recess will occur outside in large open spaces following the state and local health guidelines to the greatest extent possible. The use of outside playground equipment will not be permitted during times of elevated health concerns.



Traditional Learning Framework

- Art, Music, ETA, Magnet classes, counseling, and library lessons will occur face-to-face following the school's master schedule. These teachers will provide students instruction in their homerooms.
- Choir and band classes will be face-to-face when students are physically present in the school building. However, the school principal will assist in locating a large space area for these classes when possible.
- District assessments will be administered at designated times throughout the school year.
- Each classroom teacher is expected to follow all IEP, 504, and ESOL accommodations for instruction and assignments.



Traditional Learning Framework During School Closure

In the event school buildings are closed, classes will be transitioned to remote learning for all students.

- Teachers will be responsible for continuing standards-based, quality instruction for their students through Schoology.
- The classroom teacher will provide students and parents a daily schedule identifying dates and times when whole group instruction, small group instruction, and interactive meetings will occur.
- Students, parents, and classroom teachers will communicate with one another via Schoology, email, and/or telephone relating to instruction and other school related inquiries.
- Classroom teachers will provide daily academic support to students during normal school hours.
- K-12 students will be issued daily lessons and assignments in assigned courses.
- Each K-12 teacher will provide three interactive meetings per week per class during school closure. Students will be engaged in each subject for a specified period each day. (see remote learning times for grade level chart)



Traditional Learning Framework During School Closure

- The classroom teacher will conduct before, during, and after educational guidance when new content/standards are presented virtually.
- Classroom teachers will use additional instructional materials, to teach standards, provide additional practice, and meet the academic needs of students.
- Students with academic deficits will be provided online small group instruction and/or individual interactive meetings daily. The intervention may be delivered through technology programs; however, intervention cannot be delivered solely by software or other technology tools.
- Teachers will enter at least two grades per week for each subject/course in INOW.



Traditional Learning Framework During School Closure

- Classroom teachers will record all lessons and place in Schoology for student retrieval using Microsoft Team, Google Meet, etc.
- Physical education classes will be delivered daily and online using Schoology.
- Art, Music, ETA, Magnet classes, counseling, and library lessons will occur virtually via Schoology at designated times according to the school's master schedule.
- Choir and band lessons will occur virtually via Schoology at designated times according to the school's master schedule.
- District assessments will be administered online at designated times throughout the school year. The school principal will provide a testing schedule with dates and times for parents.



Traditional Learning Framework During School Closure

- Each classroom teacher is expected to follow all IEP, 504 plan, and ESOL accommodations for instruction and assignments.
- The classroom teacher will provide instructional support to students with limited or no internet access at home by mailing hard copies of instruction, lessons, and assignments to place of residence.
- The school will provide student(s) a self-addressed and stamped envelope for submission of completed assignments to the school.
- In addition, the classroom teacher will provide student instructional support via telephone.





Overview

- Option available for families who would rather their student engage in online rather than in-person learning.
- Access materials anywhere at anytime.
- Virtual curriculum features courses in math, science, language arts, world languages, social studies, and electives.

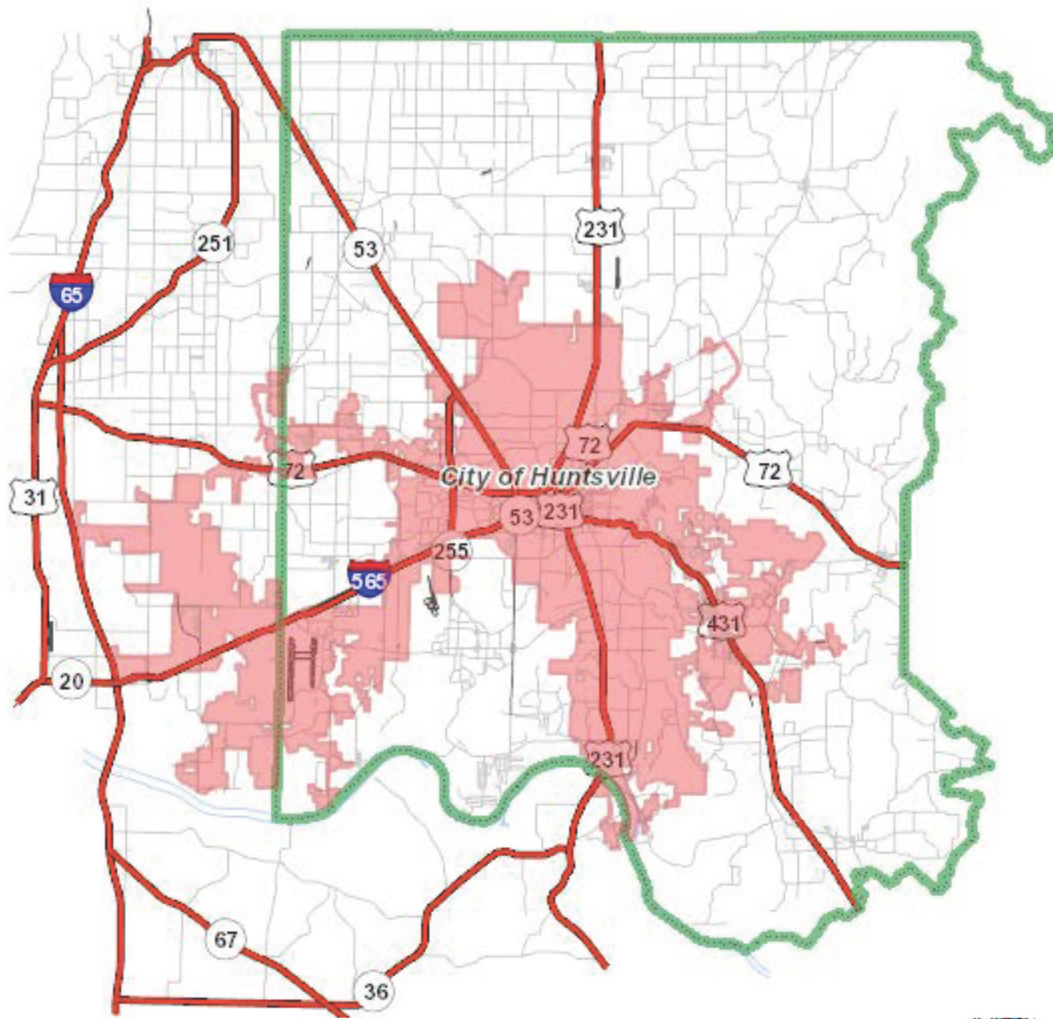




Benefits

- Learn from the comfort of your own home.
- Students can participate in athletics, clubs and extracurricular activities.
- Students will be provided with district-issued devices.





Eligibility

- Available to students in grades K-12 zoned for Huntsville City Schools
- Huntsville Virtual Academy students will remain enrolled in their home school.
- Enrollment window for the 2020-2021 school year closes July 20, 2020.
- Enrollment will not re-open until Winter 2020.

Schoology Learning Management System



- Schoology is designed specifically to fit the needs of K-12 teachers, students, and parents.



**Instructional
Tools**



**Communication
and
Collaboration**



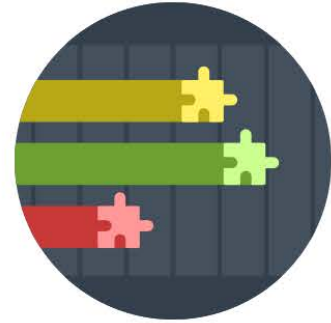
Mobile App



**Data, Analytics,
and Personalized
Learning**



Interoperability



**Assessment
Management**

Digital Curriculum Content



- The Alabama State Department of Education is providing instructional content to all districts in order to deliver high quality instructional content
 - [SchoolsPLP](#) was selected by ALSDE as the instructional content provider
 - All instruction will be enhanced by HVA teachers with additional content or tools
 - Integration into Schoology learning management system
 - Accreditation by AdvancED, Cognia, and NCAA
 - Multiple instructional design models catering to multiple learning styles
 - Aligned to Alabama standards



Back to Virtual School Supply List



- Pens, pencils, and highlighters
- Notecards and Post-it® Notes
- File folders and/or pocket folders
- Notebooks, loose-leaf paper, graph paper
- Ruler, tape, scissors
- Printer, printer paper, and printer ink cartridges

Back to Virtual School Supply List (continued)

One key to success as a virtual student is organization. You need to create a learning environment that is free of distractions, completely accessible, and easy for your child to use. **Some important organizational items students may find helpful are:**

- Inexpensive, stackable file racks that you can label for each subject (makes storing and locating materials easy)
- A USB mouse
- Whiteboard/magnetic board/corkboard
- Desk organizer
- Bookshelves/storage bins/crates
- A sturdy 3-hole punch (so you can keep everything organized in binders)



Orientation Student Success Courses

- Module 1 – Online Learning Basics
 - Online vs Classroom
 - How online works
 - The tools
- Module 2 – Skills for Online Learning
 - Strategies for Learning
 - Communication Strategies
 - Success Strategies
- Module 3 – Online Technology
 - Search Strategies
 - Course Communication Tools
 - Managing Digital Docs



Learning Group Supports

To increase success, it is important to support the core learning groups:

- **Teachers-** A Digital Resource library is being created to organize digital tools PD resources for teachers.
- **Students-** The Teachers are the first level of support and can facilitate individual needs with district resources
- **Parents-** The HVA administrator and teachers will be available to support like traditional school. Also, a parent resource library is being developed to help parents find more information about various technology tools or resources.



Family Plan for Success

Discuss expectations for completing schoolwork and attending classes at home. A schedule will help manage professional and personal time for anyone who is working or learning at home.

- Ensure you know the class expectations for completing schoolwork.
- Know how teachers can be reached (phone, email, etc).
- Utilize the online course calendar of assignments each day/week.
- Build breaks into the day and not trying to put too much learning into one block.
- Discuss lessons and assignments with your student to ensure understanding.
- Review and reflect on the day.
- If you are working from home, make sure your child knows when you are available and unavailable to help them.



Essential Elements of Virtual Learning

- A Comprehensive Learning Management System
- A Well-Defined Course Outline
- Clear Learning Objectives
- Consistent Aesthetics
- Clear and Frequent Communication
- Continuous Teacher Training



Register Now



Join more than 1,500 families who have enrolled their student in Huntsville Virtual Academy by visiting huntsvillecityschools.org/hva.



Remote Learning Times for Grade levels

Grade Level	Monday-Friday
Pre K- Kindergarten	Reading – 15 minutes Math – 15 minutes Science- 15 minutes Social Studies- 15 minutes Small Group Instruction/Intervention – 15 minutes Additional Instruction – 15 minutes
1 st – 2 nd	Reading – 20 minutes Math – 20 minutes Science- 20 minutes Social Studies- 20 minutes Small Group Instruction/Intervention – 20 minutes Additional Instruction – 20 minutes
3 rd -5 th	Reading – 30 minutes Math – 30 minutes Science- 30 minutes Social Studies- 30 minutes Small Group Instruction/Intervention – 30 minutes Additional Instruction – 30 minutes
6 th -12 th	40 minutes per course



HCS Pre-K Reset Guidelines

- Pre-K Students will attend school daily on a normal schedule. (Mon.-Fri.) Pre-K will follow the HCS alternate School Attendance Schedule as COVID -19 conditions warrant.
- Classroom information, newsletters, important dates, times, and events will be shared with the students and parents via Schoology, email, telephone, and other acceptable communication tools.
- Teachers will work closely with Pre-K families to assist in accessing and using Schology to communicate with teachers.
- Pre-K specific information and guidelines will be shared at the required Pre-K Parent Orientation. Dates will be emailed to parents in the coming weeks.
- Pre-K Teachers will use Teaching Strategies GOLD to assess student progress throughout the year.
- Pre-K teachers and students will follow all Alabama Department of Early Childhood guidelines and Huntsville City Schools reset plan.



Classroom Procedures

Classroom teachers will follow ADPH guidelines to the greatest extent possible.

Meet the Teacher/Open House

- The principal will develop procedures to conduct “Meet the Teacher/Open House” for parents. If parents have specific questions, they will be asked to email the classroom teacher.

Parent/Teacher Conference

- Classroom teachers will conduct virtual parent/teacher conferences if preferred. A telephone parent/teacher conference is permitted as well. Parents are encouraged to contact the classroom teacher if a conference is needed. The classroom teacher will provide the parent with the date, time, and meeting invite for the conference. Parents will be provided conference materials beforehand.

Off Campus Field Trips

- At this time, off campus field trips are not permitted.



Classroom Procedures

Student Plan

The principal and classroom teacher will develop a plan for students who become ill or have the need to self-isolate due to COVID-19 concerns.

Once notification has been made by the parent or guardian to the school official, the following steps should be implemented:

- The classroom teacher and principal will contact the parent or guardian to give guidance how student can access instruction and assignments.
- The classroom teacher will post instruction and assignments in the Schoology.
- The classroom teacher will record lessons daily and place in Schoology for student retrieval.
- The classroom teacher will provide instruction and support virtually until student returns to school.
- The principal and teacher will work with the parent to determine the anticipated recovery time and return to school. This will help the school to determine the level of instructional support and intervention that is needed based on the individual's diagnosis and recommended time away from instruction.



Classroom Procedures

Teacher Plan

The principal will develop a plan in the event a classroom teacher becomes ill with COVID-19 and is unable to perform job responsibilities.

- Once notified by the classroom teacher, the principal will obtain a substitute to supervise the class.
- Fellow grade level teachers will begin providing instruction to the students virtually while in the school building.
- In the event school buildings are closed, the classroom teachers will provide instruction, assignments, and support virtually to the students until the classroom teacher returns.
- The school principal will send the parents a letter detailing how their students will be provided instruction, assignments, and support until the classroom teachers returns.



Alternate School Attendance Schedule

If COVID-19 conditions warrant, school attendance and instruction will transition to staggered or school closure (remote learning) operating modes.

A staggered schedule operating mode involves students attending school on designated days and receiving instruction both face-to-face and online.

A school closure operating mode involves students not reporting to school campus and receiving all instruction online at home.



Staggered Schedule



Huntsville City Schools 2020-2021 Academic Calendar Staggered Schedule for In-School Instruction



AUGUST (11)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER (21)						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER (17)						
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25	26	27	28	29	30	31

NOVEMBER (17)						
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29	30					

DECEMBER (16)						
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27	28	29	30	31		

JANUARY (19)						
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24	25	26	27	28	29	30
31						

FEBRUARY (19)						
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21	22	23	24	25	26	27
28						

MARCH (20)						
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28	29	30	31			

APRIL (20)						
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MAY (20)						
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23	24	25	26	27	28	29
30	31					

JUNE (0)						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY (0)						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

As of 6/30/20



Traditional Learning Framework Magnet Programs

- Magnet programs will follow the HCS Traditional Learning Framework communication plan regarding classroom information, newsletters, important dates, times, and events.
- Magnet and core courses will be delivered in the typical format using the typical daily schedule.
- Information will be shared with students and parents via Schoology, email, telephone, Class Dojo, and other acceptable communication tools.
- Classroom teachers will use additional instructional materials to teach standards, provide additional practice, and meet the academic needs of students.
- Magnet Visual Arts, Dance, Theatre, STEM, International Baccalaureate will enter grades in INOW when scheduled.
- The classroom teacher will conduct before, during, and after face-to-face educational guidance when students are physically present.



Traditional Learning Framework Magnet Programs Due to School Closure

- Magnet teachers will record all lessons and place in Schoology for student retrieval using Microsoft Team, Google Meet, etc.
- The typical schedule for magnet students will be maintained (double blocking of performing arts courses and electives, strand pathways, college attainment courses, magnet portfolios, academic core courses and personalized learning plans)
- Students will continue to participate in competitions, performances, clubs, and any other magnet related programs that are in accordance with district and public health guidelines.
- Along with district assessments, magnet related assessments (IB Programmes) will be administered online at designated times throughout the school year. The school principal and coordinators will provide a testing schedule with dates and times for parents.



Magnet Virtual Learning Framework

Option 2: Magnet Virtual: Courses are delivered virtually; students participate in their instruction and coursework from home, and do not attend class on campus. (Monday-Friday)

- Parents who select this option will register via the HVA link available on the Huntsville City Schools website.
- Magnet Programs will be notified of individuals wanting to participate in the learning virtual framework.
- Each magnet program/school will develop a virtual learning plan specific to the programs theme and course requirements.
- Magnet students participating in the virtual framework will be assigned core and magnet coursework completely from a digital platform (Schools PLP or Access) and the courses will be facilitated by designated instructors.
- Students enrolled in the virtual option will not attend the school in an on-campus manner.
- Students, parents, and classroom teachers will communicate with one another via Schoology, email, and/or telephone relating to instruction and other school related inquiries.
- Magnet teachers will provide academic support to students during normal school hours.
- Each virtual teacher will provide interactive meetings each week. These meetings are required to provide more direct instruction.



Magnet Virtual Learning Framework

- Magnet teachers will conduct before, during, and after educational guidance when new content/standards are presented virtually.
- Based on student magnet placement, flexible scheduling for specific magnet courses will be delivered daily.
- Magnet virtual learning environment will continue to be personalized.
- Students will participate in scheduled magnet activities virtually.
- Depending on the magnet program teachers may schedule individual or group virtual sessions (example: IB specific coursework and assessments, studio courses, individual performances for assessment purposes, and/or magnet specific clubs and projects)
- Each program will establish specific processes to ensure all students are continuing programs (pathways, strands, instructional deliveries)
- Particular to College Academy students: Magnet Programs will work with UAH to determine how virtual course delivery will be administered for cohorts 9-12.

Dual Enrollment:

Dual Enrollment courses will be delivered based on post secondary requirements. Information on delivery will be communicated to families by the school counselor.



Athletics & Extracurricular Activities

- 2020-2021 Sports Calendar- [https://ahsaa.com/Portals/0/PDF's/AHSAA/Calendars/2020-2021/2020-21%20Sports%20Calendar%20\(002\).pdf?ver=Zb5mG_vYkeJTSrSQNWivGQ%3d%3d](https://ahsaa.com/Portals/0/PDF's/AHSAA/Calendars/2020-2021/2020-21%20Sports%20Calendar%20(002).pdf?ver=Zb5mG_vYkeJTSrSQNWivGQ%3d%3d)

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 HCS Guidelines – which include being 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, and extracurricular clubs will follow guidance as applicable during meetings, practices, transportation, competition, and other organized activities provided by the AHSAA, ADPH, ALSDE and Huntsville City Schools
- Only Essential Personnel should be directly involved on sidelines or club-based practices, meetings, and competitions.
- Currently, it is anticipated that the AHSAA and NFHS will be provide guidelines for football season and fall sports. Information will be shared as it is received.



Special Education Services

- Huntsville City Schools will continue implementation and provision of a Free Appropriate Public Education (FAPE), including Child Find (referral and eligibility for Special Education Services) and implementation of specially designed instruction as outlined in the Individualized Education Programs (IEPs), including academic, social/behavioral, and communication skills.
- Meeting appointments for special education purposes will continue to be held virtually during times of elevated health concern to reduce exposure to illness in the school building. Parents who request to meet in-person should work with the case manager for scheduling dates and times.
- In both traditional and virtual environments, special education and general education teachers will continue work collaboratively to address our students' individualized needs and services. In addition, related service providers will work with teachers to implement therapies and strategies with academic instruction.



Special Education Services

- Students who are eligible for special education services and have current health plans and/or elevated risks with exposure to illness will have all plans reviewed, and if needed, an IEP meeting will be scheduled to include any additional information or accommodations.
- To determine and address the instructional needs of our students upon return, as well as the requirements of the Alabama Literacy Act, the District has purchased additional intervention programs for reading and mathematics that will be used to supplement and support daily core instruction.
- Additional technology as well as assistive technology has been purchased by the District to further support students receiving services through traditional and virtual instruction.
- Accommodations needed for students with hearing and visual impairments to access instruction will be addressed by District SPE administrators, specialists, and teachers for implementation in both traditional and virtual environments.



Special Education Services

- For students who require physical adult assistance to access the school environment (mobility, feeding, dressing, toileting, etc.), school personnel will strategically schedule to limit physical contact with numerous individuals throughout and reduce potential exposure to illness.
- Students receiving academic instruction in specialized classroom units who are pursuing the Alabama Alternate Standards (AAS) will continue to receive academic instruction utilizing Unique Learning System and News2You (ULS and N2Y). Both programs meet the Alabama Course of Study standards for AAS.
- For students pursuing a virtual pathway, special education teachers will continue support and intervention virtually in place of small group instruction, resource, or traditional intervention to address classroom academic content as well as goals and/or benchmarks identified in student IEPs and Behavior Intervention Plans (BIPs).



Special Education Services

- Related services will be designed to meet the needs of students in traditional instructional environments as well as the virtual pathway. Services providers (Occupational Therapy, Physical Therapy, Speech/Language Therapy, behavioral intervention and support) will work with students and families to implement services that meet the needs listed in the student's IEP.
- Additional training and support for families is available to assist our students in virtual instruction. Parents should reach out to teachers and school administrators with concerns; however, any questions or concerns related to Special Education Services may be addressed to the SES Department at 256-428-6872.



WHOLE STUDENT DEVELOPMENT

CONTINUING THE LEGACY OF
LEADING AND LEARNING



HUNTSVILLE CITY SCHOOLS

WHOLE STUDENT SUPPORT SERVICES

The Whole Student team recognizes many students and families may have endured adverse effects of COVID-19. We want to assure students and parents that we will continue to provide the wraparound services needed for whole student development. We are prepared to adapt our programs and services to meet the needs of students and families in the Traditional and Virtual learning environment while following recommended and required health and safety guidelines. The Whole Student team works collaboratively with students, parents, teachers, school administrators, district leaders, counselors, school nurses, social workers, school-based therapists and multiple community agencies to ensure students learn in a positive school environment.



HEALTH SERVICES

The health and safety of our students, staff, families, and community are our utmost concern. Huntsville City Schools is implementing safety and wellness measures for our students, staff, and anyone who will be visiting our campuses. We have a collective commitment to support a healthy community by promoting well-being, following current orders issued by:

- Alabama Department of Public Health (ADPH)
- Centers for Disease Control and Prevention (CDC)
- Alabama State Department of Education (ALSDE).





ADPH COVID-19 Risk Categories

Very High: Number of cases is staying the same or increasing

High: Decreasing Case Counts for 1 - 6 days

Moderate: Downward trajectory in cases for 7 - 13 days

Low: Downward trajectory of 14 or more days or has a rate of 10 or less

HEALTH SERVICES

- Screening for COVID-19
 - Home screening
 - A student or staff member should not report to school/work for the following:
 - has one or more symptoms of COVID-19
 - has been exposed to someone with COVID-19 within the last 14 days
 - has received a positive diagnosis of COVID-19, even if they are without symptoms
 - Any COVID-19 symptoms, exposures, or positive COVID-19 tests must be reported to the school nurse and principal. In the case of a staff member, the report should be made to their direct supervisor.
 - ADPH guidance will be followed.
 - A clearance note from a health care provider will be required for students and employees with COVID-19 symptoms, exposure, or positive diagnosis to return to school.



HEALTH SERVICES

- Screening for COVID-19 (continued)
 - School
 - Staff should visually check students for symptoms at building entry and throughout the school day. Temperature checks may be conducted.
 - Staff members will be screened daily upon entry to the building. This may include temperature checks.
 - Screening of visitors will occur at building point of entry and may include temperature checks.
 - Students, staff, and visitors who are symptomatic, have had an exposure to someone positive to COVID-19 within the last 14 days, or who have received a COVID-19 positive diagnosis within the last 14 days will be sent home.
 - ADPH guidance will be followed.
 - A clearance note from a health care provider will be required for students and employees with COVID-19 symptoms, exposure, or positive diagnosis to return to school



HEALTH SERVICES

- School Campus Procedure
 - Face coverings are required for all students, staff, and visitors. Cloth face coverings are acceptable. Considerations may be made due to age and/or medical condition.
 - Frequent handwashing and the use of hand sanitizer will be encouraged.
 - Social distancing practices to maintain six feet of separation between persons of different households will be implemented, where practical, to the greatest extent possible.
 - Schools and campuses will be cleaned and disinfected frequently in accordance with ADPH and CDC guidance to include regularly disinfecting frequently used items and surfaces. In the event of a school or building closure, impacted campuses will be deep cleaned and disinfected.
 - Bottle-Fill Water Fountains will be available, otherwise water fountains will be closed. Students are encouraged to bring a personal, individual water bottle.
 - Playgrounds will remain closed.
 - Personal items brought to and from home should be limited, easy to clean and disinfect, and stored in individual containers.



HEALTH SERVICES

- School Campus Procedures (continued)
 - Non-essential items should not be brought to school. (i.e. toys, trading cards)
 - Shared supplies, such as writing utensils and headsets, should be avoided.
 - Classroom supplies that must be shared between students should be disinfected after each use.
 - Supplies for small groups, to the extent feasible, should be assigned for individual student use.
 - Anytime supplies are shared, they should be disinfected.
 - Students and staff should wash hands or use hand sanitizer after participating in small groups or anytime supplies are shared.



HEALTH SERVICES

- Well Student Area
 - Students who visit the clinic for medications and/or procedures will be seen in the well student area of the clinic.
 - Well students will be distanced, to the extent possible, from students who are ill.
 - Frequently touched surfaces will be disinfected between students.
- Health Monitoring Room
 - To mitigate the risks for our students, we will be implementing a health monitoring room for students who are ill.
 - If the student has symptoms of COVID-19, a disposable mask will be placed on the student if appropriate.
 - The school nurse or staff member monitoring the student will wear appropriate Personal Protective Equipment (PPE).



HEALTH SERVICES

- Training
 - Student and staff members will be trained on personal hygiene best practices to include proper handwashing techniques, the proper use of hand sanitizer, and covering cough, as well as signs and symptoms of COVID-19.
 - Staff members will be trained to recognize and report signs and symptoms of COVID-19, as well as the reporting positive exposures or cases.
 - Training will be available for parents, students, and staff.
 - Health and hygiene related signage will be placed in classrooms, hallways, and commons areas.



BEHAVIORAL LEARNING

The Department of Behavioral Learning will continue to support a positive school climate throughout the district. In addition, we will continue to support a variety of interventions that promote positive behavior.

- The 2020-2021 Behavioral Learning Guide will serve as our guide to expected student behavior and the Elementary and Secondary Matrices serve as our response guide to inappropriate behavior. Click here to view the 2020-2021 Behavioral Learning Guide (BLG): [HCS BLGs documents](#)
- Due Process Hearings and District-level Restorative Panel Meetings (RPM's) will be conducted virtually.
- Behavioral Learning will continue to implement several behavioral intervention tools and resources. These intervention tools and resources may be adapted to meet the needs of the Traditional and Virtual learning environment:
 - School Intervention Plans (SIP),
 - District Intervention Plans (DIP)
 - Positive Behavioral Interventions and Supports (PBIS)
 - Alternative Behavior Educator (ABE)



SCHOOL COUNSELING

School Counseling plays an integral role in the overall well-being of the whole student. HCS counselors will continue to provide guidance and counseling services to students and families to meet their academic, social and emotional needs. Services may be adapted as needed to meet student needs in the Traditional and Virtual learning environment.

- In collaboration with school administration, counselors will ensure student schedules reflect required and elective courses in the appropriate learning environment
- HCS will continue to provide school-based therapeutic mental health services in collaboration with WellStone Behavioral Health (Nova).
- Within the first couple of months of school, students will be screened to assess the effects of COVID-19 on their social-emotional well-being. The data from the screening will be used to identify individual student supports and interventions.
- The programs and services listed below may be adapted to meet the needs of students in the Traditional and Virtual learning environment:
 - Large group and small group guidance lessons
 - Individual student counseling
 - College and career planning (www.hcscollegecounselorinfo.weebly.com)
 - Parent outreach



STUDENT WELFARE & SOCIAL SERVICES

The Department of Student Welfare and Social Services Department will continue to serve as a liaison between students and their families and local social service agencies. Due to COVID-19, we may adapt some of our services such as home visits to meet health and safety guidelines for all. However, supporting the overall well-being of students and families will remain a top priority.

- Student attendance, regardless of the type of learning environment, is still important. Under the guidelines outlined in the Alabama School Attendance Manual, school social workers and truancy specialists will collaborate with multiple stakeholders (students, parents, district staff, school task force teams, school administration, ALSDE, Health Services, School Counseling, and local juvenile courts) to support student attendance.
- Truancy specialists and social workers will continue to support students and families with Early Warning conferences for students who have 3 or more unexcused absences.
- Social workers will continue to provide wraparound services for students and families and serve as a hub for any parent concerns.
- Social workers and truancy specialists will continue to make home visits and support student and family social-emotional needs while following health and safety guidelines.



PROFESSIONAL GROWTH

CONTINUING THE LEGACY OF
LEADING AND LEARNING



HUNTSVILLE CITY SCHOOLS

Huntsville City Schools' Talent Management department is committed to supporting departments and school teams in recruiting, retaining and training high quality teachers. Our department will focus on recruiting and screening candidates that are needed to provide high quality instruction to our students. In addition, we will be continuously working to provide professional learning support to departments and schools that equips teachers and other faculty members with the resources they need to be successful in both traditional and virtual learning environments. As a team, our mission is to provide the support and resources needed for all teachers to be successful.

Professional Development Days

August 7, 2020

Teacher Work Day

August 10, 2020

Institute/PD Sessions

August 11, 2020

District PD

August 12, 2020

District PD

August 13, 2020

School Based PD

August 14, 2020

Teacher Work Day



Professional Development: August 10th - 13th

Training times and delivery methods will be announced.

All Staff:

- Teacher Institute
- School Based Faculty Meeting
- Health/Safety Procedures
- Culturally Responsive Training
- PBIS Support
- Behavioral Learning Guide

Instructional Supports:

- Schoology
- School PLP
- Lexia
- MobyMax
- Annual Special Education Session



Professional Development: August 10th - 13th

Training times and delivery methods will be announced.

Content Specific Groups:

English Language Learners

Counselors

Library Media Specialist

Technology Coaches

ARI Reading Specialist

Music: Choral/Band

School Nurses

CNP Staff

Security Personnel

GATE

Pre-K



Human Resources

- Employee Leave
 - Huntsville City Schools will make available to our employees applicable leaves provided for by Federal law and local board policies.



Human Resources

- Families First Coronavirus Response Act (FFCRA)
 - Provides Emergency Paid Sick Leave up to 80 hours for employees subject to quarantine/isolation order, caring for an individual subject to an order or caring for a son or daughter for which childcare is unavailable.
 - Emergency FMLA Expansion Act temporarily expands FMLA to provide an additional period of paid and unpaid leave for parents who have experienced a loss of childcare.
- Family and Medical Leave Act (FMLA)
 - Provides 12 weeks of unpaid leave during any 12 month rolling look back period measured backwards, to employees who have at least 12 months of service and have worked a minimum of 1250 hours during that period.
- Americans with Disabilities Act (ADA)
 - Provides that employers make reasonable accommodation to the known disability of an employee if the accommodation would not impose an undue hardship on the employer's business operations.



Human Resources

- Sick Leave
 - Utilized for absences due to personal illness or attendance upon an ill member of the employee's immediate family.
- Personal Leave
 - Granted on a first submitted basis. No more than 10% of a local school's certified or support staff may take personal leave concurrently.
- Vacation Leave
 - 11 and 12 month employees may utilize any accrued vacation leave subject to supervisory approval.
- Other Unpaid Leave
 - Leave approved by the Board showing substantial hardship or extraordinary circumstances.



OPERATIONS & RESOURCES

CONTINUING THE LEGACY OF
LEADING AND LEARNING



HUNTSVILLE CITY SCHOOLS

FACILITIES

- The HCS Facilities team is committed to maximal risk mitigation through rigorous attention to key processes:
 - DAILY CUSTODIAL TASKS (First Shift)
 - DAILY CUSTODIAL TASKS (Second Shift)
 - WEEKLY CUSTODIAL TASKS (Second Shift)
 - MONTHLY CUSTODIAL TASKS (Second Shift)
 - QUARTERLY CUSTODIAL TASKS (Both Shifts)
 - INTERMITTENT CLEANING (School Staff)
 - SIGNAGE



FACILITIES

- DAILY CUSTODIAL TASKS (First Shift)

- First shift custodians are responsible for daily cleaning of the main office areas and the front entrance. High touch areas are frequently sanitized daily. First shift is also responsible for restocking of bathroom supplies in the main office areas as well as the first floor. The first shift custodian may be (and usually is) expected by the principal to carry a radio in the event of an emergency (such as a spill or body fluid issue). Any issues encountered during the day, and any tasks not completed due to emergencies, will be communicated at the changing shift meeting with the Head Custodian.



FACILITIES

- DAILY CUSTODIAL TASKS (Second Shift)
 - Second shift custodians are responsible for anything that was missed by the first shift custodian as well as the normal duties listed below. All evening activities (such as sports, concerts or plays) will be covered by the second shift custodian. High touch areas (including vending machines) are sanitized daily on second shift, as well as first shift.



FACILITIES

- DAILY CUSTODIAL TASKS (Second Shift)
 - Empty trash containers: re-line as needed with properly sized bags; wipe containers clean, as necessary; remove all trash to a designated central location for disposal. Trash bags are to be supplied by HCS and shall be of appropriate size.
 - Hand dust and/or damp wipe, without streaking, all flat surfaces, including but not limited to, counters, receptionist counters/desks and office furnishings such as file cabinets, desk chairs, tables, bookcases; hand dust all other types of office furnishings such as telephones, lamps, pictures, thermostats, fire extinguishers; personal desktops shall be excluded unless the employee has cleared the desk top and requested cleaning.
 - Remove all finger marks, smudges, and other marks around light switches, doorknobs, entry doors, metal partitions, and corridor walls.



FACILITIES

- DAILY CUSTODIAL TASKS (Second Shift)
 - Clean marker boards with appropriate cleaning solutions, as needed, when board contains no writing/drawings.
 - Damp mop all resilient floors; sweep all stairways and landings.
 - Vacuum all high traffic and open carpeted areas, including offices and conference rooms. Spot clean carpets as needed.
 - Clean glass entrance doors, inside/outside including adjacent door windows; spot clean metal framing, as needed.
 - Clean all outside entryways 20 feet from each doorway and clean out outside ashtrays at entrance of any building including structural coverings.



FACILITIES

- DAILY CUSTODIAL TASKS (Second Shift)
 - Clean restrooms:
 - Use germicidal detergent to clean all toilets and standard urinals, inside and outside including seats; clean and polish all flushometers and piping.
 - Clean all wash basins/sinks and wipe dry; clean and polish all basin fixtures and exposed pipes underneath with germicidal detergent.
 - Clean all mirrors, shelves under mirrors, and other shelves or brackets.
 - Spot clean partitions, doors, wall areas, and remove graffiti, as needed.
 - Fill all paper and soap dispensers; wipe clean all dispensers and trash receptacles (no refill supplies shall be stocked in vicinity of dispenser).
 - Damp mop floor using germicidal detergent; wet mop ceramic tile.
 - Completely sanitize shower floors and walls at all facilities.



FACILITIES

- WEEKLY CUSTODIAL TASKS (Second Shift)

- Vacuum under desks, along baseboards, and other low traffic areas that are not vacuumed daily.
- Wipe clean all chrome, aluminum, stainless steel and other metal trims, such as, but not limited to, push plates, kick plates, door handles, and railings.
- Spray buff all resilient floor areas. Buff all wood flooring to manufacturer specifications.
- Clean all inside glass partitions (between cubicles, offices, etc).
- Clean/dust all baseboards, picture frames and other vertical surfaces of all office furniture; wipe all molding, ledges, tops of partitions, ventilators, louvers and air registers regardless of height above floor. Remove all spider webs.
- Clean all drinking fountains: use germicidal detergent to clean all drinking fountains, inside and outside.
- Wipe down all restroom tile in and around sinks, counters, partitions, toilets, and urinals using germicidal detergent



FACILITIES

- MONTHLY CUSTODIAL TASKS (Second Shift): Those items listed under DAILY and WEEKLY, and:
 - Vacuum all upholstered furniture with scrub brush and nozzle in seams, spot clean as needed.
 - Dust all ceiling fans and window blinds.
 - Tile flooring (non-waxed) shall be scrubbed monthly.
 - All non-waxed flooring shall be scrubbed and sealed monthly.



FACILITIES

- QUARTERLY CUSTODIAL TASKS (Both Shifts): Shall be performed in January, April, July, and October of each year, and can be adjusted at HCS discretion:
 - Wipe down walls and doors with all-purpose cleaner.
 - Clean and polish stone, wood, especially walls and paneling.
 - Clean tops of all storage lockers.
 - Strip and wax all resilient flooring per manufacturer's recommendations (Summer only).
 - Dust exposed overhead pipes and mechanical equipment using extension broom at Community Services Department.
 - Window Cleaning: Shall be performed in March, June, and September of each year and can be adjusted at HCS discretion.
 - Cleaning windows, wiping down window frames, and all other maintenance required to maintain all windows in a safe, attractive, streak free, and usable condition.



FACILITIES

- RESPONSE CLEANING (Both Shifts)
 - Facilities teams disinfect and intensively clean areas as necessary in response to specific needs (example: disinfecting a health monitoring room after presence of a student who is suspected of being COVID positive):
 - When documented or suspected highly contagious virus cases are present in a school or on a school bus, HCS deploys Victory sprayer to disinfect.

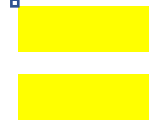


- Patented electrostatic charge penetrates chemical providing a thin even spray pattern on all surfaces
- Weighs only 5.5 lbs. with a full tank
- Cordless convenience allows for effortless movement room to room
- 3-in-1 nozzle lets you set the spray particle size to match your application
- 33.8oz refillable tank allows you coat up to 1000 sq. ft. on 40 micron setting
- Victory 16.8V Lithium-Ion battery allows you to run between 20-80 tanks on a single charge



FACILITIES

HAZARD MITIGATION ENDSTATE



6.55 Gram Tablet



VIRUS

FACILITIES

- INTERMITTENT CLEANING (School Staff)
 - Teachers and staff perform regular series of intermittent cleaning tasks in their areas during the school day, using supplies provided and replenished daily by Facilities Department:
 - Hand Sanitizer and disinfecting spray in all classrooms and work areas.
 - Paper towels in all classrooms and work areas.
 - Rubber gloves available.



FACILITIES

• SIGNAGE



PLEASE WAIT
ON DESIGNATED
SIDEWALK SPACES
6 FEET APART
UNTIL CALLED FORWARD

STOP sign for inside of front door, facing outward



"Stand here" markers in various styles remind people to social distance when queuing

Glove Donning and Doffing Guide

World Health Organization (WHO)
GLOVE USE INFORMATION LEAFLET

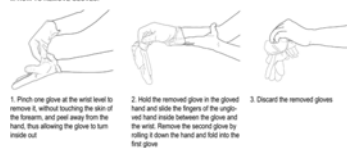
Technique for donning and removing
non-sterile examination gloves

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

I. HOW TO DON GLOVES:



II. HOW TO REMOVE GLOVES:



4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

HCS Facilities Hygiene Guide

FACILITIES HYGIENE GUIDELINES

The health and safety of our students, staff, families, and community are our utmost concern; therefore, Huntsville City Schools is implementing health and safety measures for our employees, students, and anyone who will be visiting our campuses. We have a collective commitment to support a healthy community by promoting well-being and following current orders issued by the Alabama Department of Public Health (ADPH) and guidelines outlined by the Centers for Disease Control and Prevention (CDC).

Before Entering the Campus:

If you are ill or if you answer "yes" to any of the following questions, we ask that you not enter our campus.

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath or sore throat?
- Have you had a fever in the last 48 hours?
- Have you experienced new loss of taste or smell?
- Have you experienced vomiting or diarrhea in the last 24 hours?

While on Campus:

- Practice social distancing of at least 6 feet, whether inside or outside on a campus.
- Onsite meetings must have no more than 10 participants, face masks must be worn by all participants, and social distancing of at least 6 feet must be practiced. Utilize telework meetings when these conditions cannot be met.
- Practice frequent, appropriate hand washing of at least 20 seconds (per CDC guidelines) or use alcohol-based (at least 60% alcohol) hand sanitizer if soap and water are not available.
- Wear a cloth face mask while on campus unless alone in a space other than a common area (such as a classroom or office).
- Wear gloves when handling mail, paper copies, items for pick-up and delivery, or when there is a potential exposure to blood or bodily fluids. Follow the "WHO Glove Use Information Leaflet" when applying (donning) and removing (doffing) gloves, available in commons areas on campus.
- Cover your cough or sneeze by coughing or sneezing into your elbow or into a tissue.
- Avoid touching your face, eyes, nose, and mouth.
- Avoid handshaking.
- Avoid using other's phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect these items before and after use.
- Do not share headsets and store individually.

Commons Areas on Campus:

- Avoid commons areas, if it is feasible. Do not congregate in commons areas.
- Wear mask always while in commons areas.
- Break rooms will be closed for meals.
- Self-service items in commons areas such as self-serve drink machines, break room refrigerators and microwaves will be closed for use. Coffee pot/machines, coffee supplies, self-serve food items, buffet lines, etc. are not permitted.

Cleaning:

- Buildings will be cleaned and disinfected daily, according to CDC guidelines.
- Frequently touched surfaces and items should be cleaned and disinfected often.

STOP poster for inside of front door, facing outward



MAINTENANCE AND CONSTRUCTION

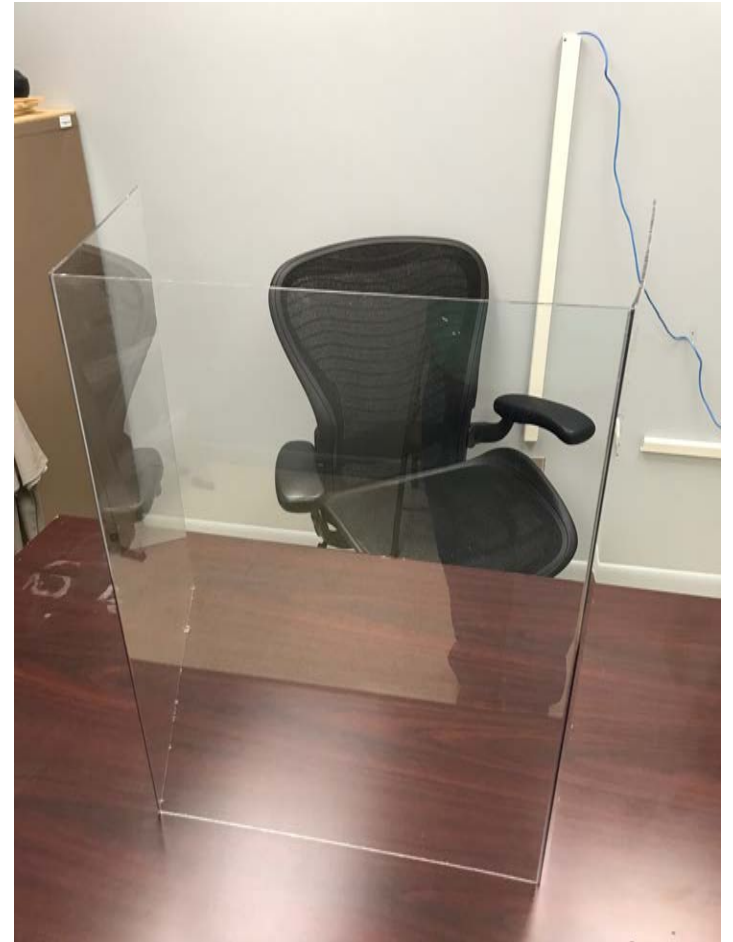
- In addition to routine work orders and renovation projects, Maintenance Department creates office PPE in quantities based on district analysis, such as:
 - Plexiglass partitions
 - Plexiglass desk shields
- Maintenance Department continues construction of budgeted security bubbles, with goal of all schools having a bubble as soon as possible: layered entry reinforces ingress and egress protocols that enhance risk mitigation.
- Maintenance Department budgets for and installs multiple bottle filling water fountains in all schools, closing down old water fountains.
- Maintenance Department supports in facility hygiene efforts such as:
 - Covering or removing time clocks
 - Locking doors or closing off-limits areas
- Maintenance Department supports protocol enforcement with signage, fencing, barriers, etc. as needed.



MAINTENANCE AND CONSTRUCTION



Desk Shields, 3-Sided ,
Large (left) and Small (right)



MAINTENANCE AND CONSTRUCTION



Large Dividers, Plastic and PVC Pipe

MAINTENANCE AND CONSTRUCTION



HCS Carpentry Shop Production Line for Desk Shields and Large Desk Dividers



PROPERTY AND ASSET MANAGEMENT

- Execute staff/teacher moves to support SY20-21 staffing.
- Modify mail and document procedure/schedule as necessary to support schools and facilities.
- Continue implementation of dynamic surge labor support plan with contractor for monthly support.
- Set conditions to support special project logistics: technology, books, CTE, etc.
- Support requirements to quarantine items.



SECURITY

- HCS Security control room and Security Operations staff (technicians, badging, etc.) support district.
- School Resource Officers deploy to all schools .
- Campus Security Officer Supervisors deploy to each feeder pattern.
- Campus Security Officers serve in multiple capacities to support all instructional environments:
 - Enforcing wear of face coverings, social distancing, and other COVID-related protocols as directed.
 - Supporting new ingress and egress procedures when necessary.
 - Supporting temperature checks when necessary.



SECURITY

- ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training will be conducted before school starts for all certified staff
- Drills
 - Will be conducted at school level in accordance with ALSDE guidelines.
 - Drills can be conducted on a staggered schedule (determined at school level) or as a school.
 - Rally points remain designated.



TRANSPORTATION

- Routing
- Health and Safety
- Sanitation Protocols
- Communication
- Entry and Exit
- Conduct



TRANSPORTATION

Routing

- HCS school year begins on August 17, 2020.
- HCS will transport every student who meets pupil transportation criteria as outlined in the HCS student-parent handbook located on the HCS website.
- HCS runs every route every day. 155 buses, 226 routes.
- HCS is prepared to operate in a staggered schedule where students go to school every other day, designated as A days and B days.
 - Initially, in this method, buses will stop at every stop along a route on both A days and B days. As the school year progresses, routes and stops will be adjusted to reflect actual ridership.



TRANSPORTATION

Health and Safety

- Bus drivers will be wearing face coverings and rubber gloves.
- HCS requires students to wear face coverings in order to board the bus and enter the school.
 - If a student boards the bus without a face covering, the driver will issue the student a disposable mask.



TRANSPORTATION

Sanitation Protocols

- Buses cleaned after morning routes and evening routes every day.
- To the maximum extent practicable, bus windows will be open one notch to enable air circulation.
- In the event of a vomit or other bodily fluid spill on way to school, driver will contact dispatch , who will contact HCS transportation coordinator, who will contact the school staff to ensure that a custodian meets the bus to clean the spill before student egress. If custodian is not available, driver or monitor will clean spill using on board spill kit before student egress.
- In the event of a vomit or other bodily fluid spill on way home from school, driver or monitor will clean spill using on board spill kit before student egress, and inform dispatch to have cleaning crew ready at the yard.



TRANSPORTATION

Communication

- Families may register for pupil transportation no later than July 31, 2020.
- To ensure a smooth start to the school year, all bus routes will be temporarily frozen between July 31st and Wednesday September 2d, 2020. During this time, no stops will be added or deleted from routes.
- Bus routes will be available for viewing on the HCS website on Monday August 3, 2020. The Safe Stop bus app will be available for use on Monday August 3, 2020. The company is enhancing the application, and it will offer users more services this coming year. Please check the Transportation page on the HCS website next week for more details on Safe Stop configuration and use.
- Families must ensure that the school staff knows that they require pupil transportation at the time of registration.
- School staffs will ensure that all bus riders are properly coded as such in iNow, and School Cast lists updated at the school level by August 17, 2020.



TRANSPORTATION

Entry and Exit

- All students are encouraged to practice social distancing at the bus stop.
- Students will board the bus at their assigned stop, checked in by the driver on the roster.
- Driver will apply hand sanitizer to each student as they pass the driver seat, using a hand-held pump bottle.
- Student will proceed to the farthest empty seat, as directed by the driver or monitor, filling the bus from back to front, ensuring that students do not pass other students.
- Students remain seated for the entire bus ride. The students should sit as close to the window as possible.
 - If public health situation requires reduced capacity (one student to a seat), co-habiting students may sit two to a seat.
- Exit from the bus will be front to back, at the direction of the driver or monitor. Students will remain seated in their seats until called forward by the driver or monitor, in order to prevent crowding in the aisle.



TRANSPORTATION

Conduct

- If directed, students who refuse to keep their face covering on or wear one at all will be issued a Student Conduct Report (SCR) by the driver.
- Students who engage in conduct that places the health of other students at risk issued a Student Conduct Report (SCR) by the driver.
- Students will remain seated the entire bus ride from entry to exit. Students who do not follow rules will be issued a Student Conduct Report (SCR) by the driver.
- Student Conduct Reports (SCRs) will be turned in to the school leadership time by the HCS transportation office for determination of appropriate action.



Child Nutrition

- General Operations
 - An overview of CNP operations for either tradition learning meal services or virtual learning meal services
- Traditional Learning Meal Services
 - Meals provided to students in school during a traditional learning environment
- Virtual Learning Meal Services
 - Meals provided to enrolled students and to parents of enrolled students during a virtual learning environment



Child Nutrition

- General Operations
 - CNP staff will follow recommended health practices to limit exposure to illness
 - Hand washing, sanitization of area equipment and high touch surface areas, wearing of face coverings and gloves, and practicing social distancing during work hours will be implemented.
 - Vendors will be required to wear face coverings when making deliveries. Their access will be limited to only those areas absolutely required to make deliveries.
 - Signage, taped floors and sidewalks and partitions will be implemented to allow for at least a 6-foot distance between employees, parents and students during operations in either a traditional learning meal service environment or a virtual learning meal service environment. Any other safety precautions required will be implemented as needed.



Child Nutrition

- General Operations
 - Technology and equipment used to limit person-to-person contact.
 - Use of online payments for school meals will be encouraged to minimize person-to-person contact.
 - Specialty equipment will be researched and purchased to allow students to order meals and a la carte items online to be delivered to classrooms if we are operating in the traditional instructional model, or to be picked up curbside if we are operating in the virtual instructional model.
 - Specialty equipment will be purchased to allow for safe and efficient delivery of food items to students either in the classroom or picking up food items curbside.



Child Nutrition

- Traditional Learning Meal Services
 - Preparation of meals at each school.
 - Breakfast and lunch meals will be prepared based on the designated USDA meal pattern requirements.
 - Once prepared, they will be placed into single-use disposable bags to allow for more efficient distribution to the students.
 - Meals will be prepared in a “grab-and-go” style and will be served during specific meal periods, including breakfast, lunch, snack and supper, depending on the programs being offered at each school. Grab-and-go meals can be served hot or cold.



Child Nutrition

- Traditional Learning Meal Services:
 - Distribution of prepared meals.
- After preparation, pre-packaged meals will be inserted into larger insulated movable bags to ensure compliance with food safety regulations.
- Milk pints for each meal will be placed into portable temperature-controlled boxes for delivery to classrooms.
- CNP staff will load the meals on to mobile shelving units designed to store and transport items down hallways, and into classrooms for delivery.
- Students will need to eat the distributed meals in the classroom or other non-congregate areas as determined by school administration for each meal period.



Child Nutrition

- Traditional Learning Meal Services:
 - Distribution of prepared meals.
 - Breakfast will operate 30 minutes before classes start at each school site. Times can be adjusted as needed.
 - Lunch meal serving times will be extended to operate between the hours of 9:00 a.m. – 1:30 p.m. to ensure all students are able to receive a lunch meal. Times can be adjusted as needed.
 - Pre-K snacks will be delivered as determined by school site administrators during the school day.
 - Supper meals will be prepared and transported on mobile shelving units from the kitchen to locations close to the classrooms, or otherwise determined by school administrators, for students to pickup as they leave school for the day.
 - Free and reduced students and CEP school students will continue to receive the same meal services whether we operate in a traditional instructional environment or in a virtual instructional environment.



Child Nutrition

- Virtual Learning Meal Services:
 - The same grab-and-go breakfast and lunch meals provided in a traditional instructional environment will be prepared each day, at each school, for curbside pickup at the student's school during a virtual learning environment.
 - Meals will be packaged in single serving, disposable bags for efficient distribution for curbside pickup.
 - The insulated bags of pre-packaged meals will be transported to designated curbside pickup locations where individual meals will be given to enrolled students, or the parents of enrolled students.
 - Online ordering software is being explored to allow enrolled students and parents/guardians of enrolled students to order meals from home and pickup their order at the student's home school. More information will be provided as we learn more about the feasibility of this software.
 - Free and reduced students and CEP school students will continue to receive the same meal services whether we operate in a traditional instructional environment or in a virtual instructional environment.
 - Supper meals will also be available for curbside pickup at the same time breakfast and lunch meals are picked up.



Child Nutrition

- Virtual Learning Meal Services:
 - Current USDA waivers allow for providing enrolled virtual students to pickup multiple meals at the same time, including meals for more than one day at a time.
 - Example: At 8:00 am, breakfast and lunch meal for that day can be picked up.
 - Example: At 11:00 am, lunch for that day and breakfast and lunch for the following day can be picked up.
 - (Awaiting further SDE and USDA guidance for the maximum number of days for which meals can be picked up)
- Current USDA waivers allow for Parents and Guardians of enrolled students to pickup food only for their enrolled student(s).
- Under the current USDA waiver, CNP employees must ensure that meals are distributed only to enrolled students or distributed to the parent or guardian for only their enrolled student. CNP staff must ensure not to distribute duplicate meals.
- Child nutrition operations are subject to change as health conditions continue to be updated by federal, state and local authorities.



COMMUNITY CONNECTIONS

CONTINUING THE LEGACY OF
LEADING AND LEARNING



HUNTSVILLE CITY SCHOOLS

PILLAR 5: COMMUNITY CONNECTIONS

COMMUNICATIONS

Communications

Inform internal and external stakeholders of district's plans surrounding reopening by utilizing various communications tactics:

- Calls
- Texts
- Emails
- District website
- Social media platforms
- Email newsletters
- Traditional media
- Collaboration with community partners
- ETV Programming



PILLAR 5: COMMUNITY CONNECTIONS

COMMUNITY ENGAGEMENT

Community Engagement

- Collaborate with department leaders to assess needs and request support from community partners.
- Disseminate HCS RESET Plan and provide frequent updates among community partners.
- Develop FAQs to answer common inquiries from families.



PILLAR 5: COMMUNITY CONNECTIONS

ETV

ETV

- Collaborate with departments to create informational videos highlighting procedures and protocols.
- Insert informational videos into programming on ETV.
- Provide district support relative to video needs including Board Meetings, special announcements, etc.



PILLAR 5: COMMUNITY CONNECTIONS

Next Steps

- **For Families:** View the plan in its entirety by visiting huntsvillecityschools.org and select the learning option that best fits your needs (traditional or Huntsville Virtual Academy).
- **For Businesses, Faith-Based, and Community Partners:** We ask for your support in providing masks to the children in our school district.

