Dear Huntsville City Schools Family,

We are extremely grateful for your collaboration, flexibility and support during these unprecedented times as we join school districts around the state in working to complete the remainder of the school year.

As superintendent, I can assure you members of my senior leadership team and I have been working early mornings, late nights, and throughout weekends as we strive to implement solutions to continue to serve students, families, and the community.

Throughout this course of planning, we remain committed to our district’s mission, vision, values, and strategic plan in order to promote a smooth transition for all.

Huntsville City Schools (HCS) will transition to a blended model of instruction beginning Monday, April 6, 2020, through the last day of school on Thursday, May 21, 2020.

Through this blended model of instruction, students will utilize both digital and traditional resources to access teaching and learning from home.

While school campuses will remain closed, we will use platforms students are comfortable and familiar with in order to engage in digital learning. We are committed to ensuring that all students receive access to instructional practices and resources needed to continue their academic progress and success as a well-rounded student representative of their home and community.

Additionally, we recognize we serve students in many capacities across our community. In that regard, we will do everything in our power to continue serving various needs including meal services and special education.

While we acknowledge that the transition from traditional classroom instruction to blended learning in the home is not without uncertainty, please rest assured that Huntsville City Schools will continue to provide excellent services and resources for all children. Our first priority is our students’ wellbeing.

Sincerely,
Christie H. Finley
Superintendent
Mission, Vision, and Values

**Mission**
Inspire, engage, and empower all students in becoming creative problem solvers, active citizens, and lifelong learners through rigorous curriculum and relevant instruction with a supportive environment.

**Vision**
- High Expectations
- Character driven
- Student Centered

**Core Values**
- Service Minded
- Transparent
- Resilient
- Accountable
- Team Focused
- Equitable
- Goal Oriented
- Inclusive
- Creative
Strategies for Success in Blended Learning Environments

Transitioning from face-to-face instruction in the classroom to blended, digital learning at home is a challenge for all - students, parents, teachers, and communities. Everyone must embrace a new way of thinking during a time that may hold frustrations outside of school, such as during a quarantine or health crisis. As a parent, you will take on a new and maybe unfamiliar role as an educational partner with your child’s teacher to ensure that learning continues to take place. This means you will need to create structures and routines that provide your child an environment to be successful. Remember that this is a different and maybe difficult time for all, so communication is key. Communicate not only with your child’s school but also with parents and friends to find the best way for school to fit within your home environment. Below, we have listed tips that may assist in this transition. The key is remembering that we, as a Huntsville City Schools family, are in this together.

9 tips for parents whose children are now learning at home because of Coronavirus (Fabiano, 2020)

1. **Limit distraction**
   A “digital quarantine” might be necessary to keep your child’s attention focused on their schoolwork. You should limit their use of their devices, other than what is needed to complete their work, until their schoolwork is done. If you choose, you can allow your child to play on a device during a designated break, but make them aware that they only have a limited amount of time until they need to get back to work.

2. **Make space for learning**
   Many adults have a specific area of the home in which they do work, and it’s important that you create a similar space for your child. Your children will achieve their best work in a quiet, comfortable, and dedicated space that is strictly devoted to learning. This space should be a different set-up than where they normally play games or watch television.

3. **Maintain breaks such as snack time and recess**
   Routines and schedules are extremely important for children at school, and this is no different in their at-home school. Children will function best if they
maintain their routine as close to normal as possible. Setting alarms similar to those they would encounter at school can be helpful for keeping them on a schedule. Around lunch time, encourage them to get up, get some fresh air, go for a walk or bike ride, or have a snack so that they are not sedentary for the entire day.

4. **Allow them to interact with friends via video chats, phone calls, etc.**
Your children are used to lots of social contact at school, so they will definitely feel the effects of being distanced from them even after a few days. While it might not be safe for your kids to see their friends in person, you should allow them to interact with them online, beyond social media or text messaging. Video chats are often the closest thing to seeing someone in person and are a great way to get in social time without endangering yourself or others. If your child does not regularly video chat with their friends, you can speak with other parents to set up a video chat playdate.

5. **Mix screen time with old school learning mediums**
Overuse of screen time can have adverse impacts on young brains, so it’s important to mix it up during a time like this. It’s likely that your children will want to continue to use a screen of some sort during their breaks from doing work, so it’s important to limit screen time by mixing in old school mediums as well. Hopefully teachers have sent home hard copy packets that they are able to work from. If not, print out anything you can for your child. As much as possible, parents should encourage print and book reading and, if possible, request textbooks from your child’s school.

6. **Keep in touch with other parents**
Social distancing is important during this time, but staying in touch with others via virtual communication is very important. Each parent that has a child home is going to be going through a new experience. Check in with other parents to see what they’ve found effective and ask if they need help as well.

7. **Don’t underestimate the power of a schedule**
If you and your children are all doing work from your home, it’s likely that this is the first time that has ever happened. A schedule, for your work and your child’s work, is extremely important. To start, experts recommend keeping them on the same or similar sleeping schedule that they have when they are going into school. If a schedule was not provided by their
teachers, help them write one for not only each day, but each week, as well. Having a clear vision of what is expected of your child will help them see that just because they are home does not mean they don’t have work to do. Experts recommend helping them prioritize and learn to create goals, tasks, and deadlines, just like adults do when they go to work.

8. **Don’t let your children treat this as a vacation**
   This time at home might feel like a vacation for your child, but it’s important to remind them that their education still comes first. Obligations like class assignments, grades, tests, state exams, SATs, and ACTs aren’t going away just because classes have moved online.

9. **Remember to schedule time for fun**
   While this is most certainly not a vacation, it’s important to have some fun with your children while they are at home. It’s rare that you have this much time with your children, so use it as an opportunity to bond. Experts at Children and Screens recommend organizing a tournament, family card games, charades, or chess, or getting outside for a hike or walk together.
HCS Academic Contingency Program
for Blended Learning

Special Education Programs

Huntsville City Schools will continue to provide a Free Appropriate Public Education (FAPE) to the best of the district’s ability during periods of school closure that result in a transition from traditional to blended learning. Specialized instruction will continue to be provided as well as accommodations and related services through alternate methods to address students with specialized learning plans, including Individualized Education Programs (IEPs) and 504 Plans. A student/parent resource guide for Special Education is available on the Huntsville City Schools website under COVID-19 Contingency Plan.

Students/Parents may also access the SPE Resource Guide at https://hcsspe.weebly.com/

Questions/concerns related to Special Education Services may be addressed to Elizabeth Long, Ph.D., Director of Special Education at elizabeth.long@hsv-k12.org.

School Readiness (PreK) Programs

A. How will Pre-Kindergarten Instruction be provided?
   1. The Pre-Kindergarten learning plan will be available on the District’s website located under the Crisis Contingency Plan. The plan will also be displayed on the ETV channel for public viewing as well.
   2. A weekly calendar of learning objectives, activities, and resources will be emailed and communicated to parents.
   3. Printed copies will be provided as needed.
4. Each child will receive a “School Supply Bag” (supplies such as crayons, markers, manipulatives, playdough, construction paper, scissors, rulers, glue) to support lesson activities.

B. What methods will be used to provide Pre-Kindergarten assignments?
1. Teachers will provide assignments via school email weekly.
2. Teachers will use online delivery platforms (Zoom, Seesaw, ClassTag, phone calls through Google Voice) to interact with students and parents daily to review and discuss assignments.
3. Teachers will use one of the delivery platforms to instruct parents on the “How to Steps” of lesson assignments, activities, and resources.
4. School Readiness may provide assignments via SchoolCast when necessary.

C. How will Pre-Kindergarten parents access instructional assignments and receive support?
1. Teachers will communicate with parents and children via online platforms.
2. Use of a home device may also assist in classroom assignments.
3. Teachers will provide printed copies, as needed.
4. Assignments and school supply bags pickup location will be communicated to parents via email.
5. Teachers will schedule office hours daily to assist students and families, answer questions, and provide assistance.

Questions/concerns related to School Readiness Programs/Pre-K may be addressed to Helen Scott, Office of School Readiness, at helen.scott@hsv-k12.org.

Elementary Blended Learning Plan (K-5)

During periods of transition from traditional instruction to blended learning, Huntsville City Schools will continue to provide a variety of educational opportunities for all HCS students.

Students in Kindergarten through 5th grade will have four days of reading and math instruction and two days of science and social studies instruction per week. Art, music, and physical education will be provided as well.
For the remainder of the 2019 – 2020 academic year, the Alabama State Department of Education has requested each elementary school (Kindergarten through 5th grade) focus on critical standards in core subjects. The table below illustrates the critical standards that will be addressed April 6-May 21, 2020.

### ALSDE Critical Standards

<table>
<thead>
<tr>
<th>Subject</th>
<th>Kindergarten</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Grade</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Grade</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Grade</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Grade</th>
<th>5&lt;sup&gt;th&lt;/sup&gt; Grade</th>
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</thead>
<tbody>
<tr>
<td><strong>Reading</strong></td>
<td>1, 2, 3, 20, 21, 22, 23, 37, 38, 41</td>
<td>1, 2, 3, 20, 21, 22, 23, 26, 37, 38, 41</td>
<td>1, 5, 7, 15, 20, 21, 25, 29, 37, 40</td>
<td>1 &amp; 10, 2 &amp; 11, 4 &amp; 13, 9 &amp; 19, 17, 20, 21, 37, 38, 40</td>
<td>1 &amp; 10, 4 &amp; 13, 11, 16, 20, 21, 38, 39, 41</td>
<td>1 &amp; 10, 6 &amp; 15, 8 &amp; 18, 26, 30, 33, 38, 39Sen</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>1, 2, 4, 5, 6, 8, 10, 11, 12, 15</td>
<td>1, 2, 4, 5, 6, 9, 10, 12, 13, 16</td>
<td>1, 2, 3, 4, 5, 7, 8, 10, 11</td>
<td>2, 3, 7, 8, 13, 14, 15, 22, 24, 25</td>
<td>3, 9, 10, 11, 13, 14, 16, 18, 26, 27</td>
<td>5, 6, 8, 9, 10, 11, 12, 14, 17, 22</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>1, 3, 4, 6, 7, 9, 10</td>
<td>1, 2, 3, 5, 6, 7, 8, 9</td>
<td>1, 2, 3, 4, 5, 7, 8, 10, 11</td>
<td>1, 3, 5, 6, 7, 8, 9, 10, 11</td>
<td>1, 2, 3, 5, 6, 8, 11, 12, 15, 16</td>
<td>1, 4, 9, 10, 11, 12, 13, 14, 15, 16</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
<td>1, 2, 3, 5, 6, 7, 8</td>
<td>1, 2, 3, 4, 5, 6, 7, 9, 11</td>
<td>1, 2, 3, 5, 8, 9, 11, 13</td>
<td>1, 2, 3, 4, 5, 6, 7, 9</td>
<td>1, 2, 4, 5, 7, 8, 9, 11</td>
</tr>
</tbody>
</table>

Note: These standard codes reflect the Alabama CCRS coding system. This can be found on the ALSDE Course of Study web pages or on ALEX.

Teachers may have already addressed these standards; however they must be revisited during this time.
The following tables below provide guidance when reading, math, science, social studies, physical education, art, and music instruction will occur for K-5 students for the remainder of the 2019-2020 school year. Music instruction will occur during the weeks of April 6-10, April 20-24, and May 18-21. Art instruction will occur during the weeks of April 13-17, April 27-May 1 and May 11-15.

**Weekly Schedule for April 6-10, April 20-24, and May 18-21**

*Academic Engagement Day/Make-Up day

<table>
<thead>
<tr>
<th></th>
<th>Reading</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies</th>
<th>PE</th>
<th>Art</th>
<th>Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Wednesday</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Thursday</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Weekly schedule for April 13-17, April 27-May 1 and May 11-15.

*Academic Engagement Day/Make-Up day:

<table>
<thead>
<tr>
<th>Day</th>
<th>Reading</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies</th>
<th>PE</th>
<th>Art</th>
<th>Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Wednesday</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday*</td>
<td>AE/MU</td>
<td>AE/MU</td>
<td>AE/MU</td>
<td>AE/MU</td>
<td>AE/MU</td>
<td>AE/MU</td>
<td>AE/MU</td>
</tr>
</tbody>
</table>

**Academic Engagement/Make–Up Day:**

Friday will be designated as the Academic Engagement/Make-Up day.

Students will need to visit the HCS webpage and choose academic activities to engage in on this day. These activities are located in the Crisis Contingency Plan under Elementary Academic Engagement Activities. Students will not receive a grade for any of the academic engagement activities.

Students may also use this day as a make-up day to complete missed or late assignments from the week.
**Delivery of Instruction:**

HCS K-5 students will have access to instruction in Reading, Math, Science, Social Studies, Physical Education, Art, and Music by viewing the lesson presentations being broadcasted over the air on WHIQ-channel 25.5, Comcast Channel 17, and WOW channel 3 at designated times.

Daily assignments will be made available by the presenting teacher at the closure of each ETV lesson.

If a student is unable to view the lesson on ETV, he or she may access the recorded lesson and assignment by visiting the HCS webpage. Recorded instructional lessons are posted on the Huntsville City Schools website [www.huntsvillecityschools.org/blended](http://www.huntsvillecityschools.org/blended).

**ETV Instructional Lesson Schedule:**

The table below provides specific times when grade level lessons will be streamed on the district’s ETV television channel Monday-Thursday.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Designated Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>8:00 a.m. – 9:15 a.m.</td>
</tr>
<tr>
<td>1st Grade</td>
<td>9:15 a.m. – 10:30 a.m.</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>10:30 a.m. – 11:45 a.m.</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>11:45 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Grade</td>
<td>Time</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------</td>
</tr>
<tr>
<td>4th Grade</td>
<td>1:00 p.m. – 2:15 p.m.</td>
</tr>
<tr>
<td>5th Grade</td>
<td>2:15 p.m. – 3:30 p.m.</td>
</tr>
</tbody>
</table>

**Assignment: Submission, Missed, or Late Assignments:**

**Submission:**
Students will submit completed assignments online or at a designated drop-off location on each school campus. Classroom teachers will inform parents of the electronic method in which they wish to receive completed assignments (i.e. email, Class Dojo, etc.). Principals will designate an assignment drop-off location at each school.

**IMPORTANT: Student assignments are due 6:00 p.m. the day after the lesson was streamed live on the ETV channel.**

**Missed or Late Assignments**

Please contact your child’s teacher if your child has missed or late assignments.

**Student Accessibility to Assignments**

Huntsville City Schools is committed to reaching and educating every student. Therefore, we have many ways in which students can access their assignments:

- All assignments will be displayed during the ETV instructional lesson presentations.
- School principals will send the assignments through SchoolCast.
- School principals will print hard copies as needed. Student assignment pick-up and drop-off locations will be available on school campuses.
- All K-5 teachers will send assignments through Class Dojo and school email.
• Classroom teachers will relay assignments orally to students and parents as needed. (Google Voice-telephone)

• Classroom teachers may continue to use previous methods of online communication. (ZOOM, SeeSaw, Google Meet, Google Classroom, etc.)

• All assignments will be available on the HCS webpage, in the Crisis Contingency Plan.

**Teacher Availability and Assistance:**

Classroom teachers will be available to assist students and parents Monday through Friday during three designated virtual office hour sessions. These times will be communicated to students and parents by the classroom teacher.

The classroom teacher will provide online instruction and assignments, as needed.

**Grading:**

- Students will be provided assignments in Reading, Math, Science, and Social Studies.
- Each student’s classroom teacher will grade the assignments.
- Students will receive two grades per week for each core subject in INOW.
- Each assignment will be graded using the grading scale located in the 2019-2020 Student-Parent Information Guide.

**Student Accessibility to Internet:**

- “Curb-side Wi-Fi” - Students and parents will have access to Wi-Fi availability on each school campus. Students/parents should be able to automatically connect to the school-based Wi-Fi using an HCS issued device.
- HCS school buses equipped with Wi-Fi services will visit designated neighborhood and community sites to provide access to Wi-Fi, enabling families with limited access to internet connection to download daily instruction and assignments.
• The District is currently working with a Corporate Partner to extend Wi-Fi range within 300 yards of the building.

Questions/concerns related to Elementary Programs may be addressed to Tim Scott, Ed.D., Deputy Superintendent at timothy.scott@hsv-k12.org.

**Secondary Blended Learning Plan**

*For students in grades 6-8:*

• Students will use their device to log in to Clever.
• Each teacher will post a daily lesson (including elective courses) using Canvas or Google Classroom. Accommodations will be made at the school-level for students who are having issues with their device or internet service. Students/parents should communicate concerns or issues with school administrators and/or teachers.
• Students are expected to follow their daily schedule. For example, if they attend a school with a seven-period bell schedule, they are expected to complete seven assignments daily.
• Teachers will log in daily to communicate with students, check daily learning objectives, and add new learning opportunities.
• Teachers will post at least 1 or 2 grades per week in INow.
• Teachers will hold virtual office hours daily to be available to answer questions from students and parents. This can be done via email, Canvas, or Google Classroom.

*For students in grades 9-12:*

• Students should use their device to log in to Clever.
• Each teacher will post a daily lesson (including elective courses) using Canvas or Google Classroom. Accommodations will be made at the school-level for students who are having issues with their device or internet service.
● Students are expected to follow their daily schedule. They should complete their assignments as if they are on their block schedule.
● Teachers will log in daily to communicate with students, check daily learning objectives, add new learning opportunities.
● Teachers will post at least 1 or 2 grades per week in INow.
● Teachers will hold virtual office hours each day when they are available to answer questions from students and parents. This may be done via email, Canvas, or Google Classroom or by telephone.
● Students participating in any dual enrollment, dual credit or college course should continue to complete their assignments according to the procedures established by that institution.
● Students participating in any ACCESS or Credit Recovery Course should continue to complete all assignments. Students may contact their school counselor for information concerning their progress.
● Course credits will be issued at the end of the semester.
● During this time, HCS will not have any athletic events or practices under guidance from the ALSDE and AHSAA.
● Students participating in any Advanced Placement or International Baccalaureate courses will receive the new procedures from their school administration.

For Seniors:

● Students will be allowed to complete courses needed for graduation.
● Senior exams will be held May 11-15, 2020.
● A graduate is defined as a student who meets all requirements set forth by the Alabama State Department of Education.
  ○ Students and parents will be contacted by their school counselors or administration concerning their current academic standing.
  ○ Official transcripts will be available at your child’s school.
  ○ Contact your child’s school counselor regarding transcript requests.
● Graduation ceremonies will be held June 25 and June 26 at the Von Braun Center if health conditions permit. Additional details will be provided.
regarding each high school’s commencement ceremony. We will await guidance from the State of Alabama as it relates to large gatherings.

- School counselors will be available to communicate with parents and students to assist in the completion of FAFSA.

For questions related to Career and Technical Education courses, please contact your high school Principal.

Questions or concerns related to Secondary Programs may be addressed to Clarence Sutton, Ed.D., Chief Academic Officer, at clarence.sutton@hsv-k12.org.

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**English to Speakers of Other Languages**

For students receiving EL support:

- ESOL teachers will provide support by helping general education teachers support and differentiate lessons based on English language proficiency in listening, speaking, reading, and writing. Office hours will be scheduled for time to collaborate with general education teachers.
- ESOL teachers will provide supplemental instruction to ELs that need greatest language development support. Office hours will be scheduled with students.
- The ESOL team will help with school-home communication to assist non-English speaking parents and students.
- The ESOL team will continue regular compliance responsibilities including reviewing Home Language Surveys, reviewing and updating EL Plans, monitoring former English learners, and other tasks.

Huntsville City Schools recognizes that school at home is a new experience and there are many questions. The ESOL Department is available to support you. Please reach out to our bilingual support team and we will help get your questions answered. We also want to let you know ESOL teachers are ready to support your students.
<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Feeder Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sylvia Babcock</td>
<td>256-229-4066</td>
<td>Columbia High</td>
</tr>
<tr>
<td><a href="mailto:Spanish.support1@hsv-k12.org">Spanish.support1@hsv-k12.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maria Lopez</td>
<td>740-610-0295</td>
<td>Grissom High</td>
</tr>
<tr>
<td><a href="mailto:Spanish.support2@hsv-k12.org">Spanish.support2@hsv-k12.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ana Santos</td>
<td>256-384-4209</td>
<td>Huntsville High and Lee High</td>
</tr>
<tr>
<td><a href="mailto:Ana.santosdiaz@hsv-k12.org">Ana.santosdiaz@hsv-k12.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lourdes Collazo</td>
<td>256-529-8664</td>
<td>Jemison High (Title I Schools)</td>
</tr>
<tr>
<td><a href="mailto:Lourdes.Collazo@hsv-k12.org">Lourdes.Collazo@hsv-k12.org</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Contact Bilingual personnel at your school.
- Contact Celina Tintori with Student Welfare Department
- Contact Ann Marie Batista for help with other languages 256-929-5655

**Bilingual Support Resources To Assist with home-School communication:**

Talking Points is a free app that will allow teachers to use a web-browser or mobile app to text messages to families. You can type your message in English and they will receive it in their home language. [https://talkingpts.org/](https://talkingpts.org/)

- Parents may contact Spanish bilingual support personnel for language assistance.
- View Huntsville City Schools website in your preferred language by using the language translation feature. [https://www.huntsvillecityschools.org/](https://www.huntsvillecityschools.org/)

Questions/concerns related to bilingual support in other languages, may be addressed to Ann Marie Batista, Coordinator of ESOL Services, at ann.batista@hsv-k12.org.
HCS Magnet Programs

The Performing Arts Magnet Teachers will provide:

- One or two 15-30 minute lessons for all students (district-wide) in addition to the regular arts lessons being presented each week.

IB Coordinators for our students in our Primary Years, Middle Years, and Career/Diploma Programs will provide the following:

- A weekly newsletter
- Resources that support the IB Learner Profiles (PYP)
- Resources that support Approaches to Learning (MYP)
- Resources to give ideas regarding student Personal Projects
- Information regarding the Internal Assessments for our Columbia High Juniors and Seniors. (CP/DP)

HCS College Academy families will continue to receive support from our College Academy Dean, College Academy Counselor, and the UAH staff.

All information will be available in the HCS Blended Learning tab, on Canvas or Managebac (Columbia Students), and the district Magnet Webpage.

Magnet Application Information:

Late Application:

The late application for AAA, ASFL, Columbia, Lee, and New Century will open beginning April 6th and run through April 24th. The late application only opens for grade levels/programs where there are remaining seats.

- ASFL Middle, Columbia, and New Century essays will be administered virtually beginning the week of May 4th. Information regarding the essay process will be provided via email to applicants after April 24th
- AAA Middle and Lee HS audition dates will be determined in June. The Magnet Coordinator will reach out to each applicant once the date(s) have been determined.
**AGT:**

- The final round of students needing to complete essays will be contacted the week of April 6th with virtual options and information needed to complete the essay.

**College Academy:**

- The final round of students needing to complete essays will be contacted the week of April 6th with virtual options and information needed to complete the essay.
- Determination of students eligible to move to the virtual interview will be made the week of April 13th. Those students will be contacted by email and a personal phone call to receive directions regarding the virtual interview process.

**For official information regarding application dates and any additional information please visit** [www.huntsvillecityschools.org/magnet](http://www.huntsvillecityschools.org/magnet).

**International Baccalaureate Program Exams**

*(Columbia High students participating in the Career or Diploma Programs)*

- The International Baccalaureate Program has officially canceled exams for the 2019-2020 school year.
- There will still be eLearning assignments that are required of students. The IB Coordinators will be reaching out to students to provide information of how these assignments will be completed virtually and the information will be available in Managebac.

**Dual Enrollment:**

- The postsecondary colleges have all moved to virtual learning.
- All students participating in Spring 2020 Dual Enrollment courses should actively be participating on the colleges’ student Canvas platform as well as stay in regular contact with professors.
● The colleges will be in weekly contact with the district point of contact to provide updates on student progress. If necessary, contact will be made with student(s) who may need additional support.
● Grades will still be delivered at the end of the school year.
● Fall 2020 Dual Enrollment Application dates will be determined in June.

For more information regarding HCS’ Dual Enrollment Eligibility and Requirements visit the Dual Enrollment Page at www.huntsvillecityschools.org/dualenrollment.

Questions/concerns related to HCS Magnet Programs, IB Programs, College Academy, or Dual Enrollment may be addressed to Leah Edgecombe, Magnet Programs Coordinator at leah.edgecombe@hsv-k12.org.

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**Student Registration**

*For new students in Huntsville City Schools:*

**Step 1:** Go to Huntsville City School Website and Click on Enrollment. Complete New Student Registration

NEW STUDENT REGISTRATION 2019-20 - NEW Students Enrolling for Second Semester

- [New Student Registration 2019-20 (English)]
- [New Student Registration 2019-20 (Spanish)]

NEW STUDENT REGISTRATION 2020-2021 - NEW Kindergarten Registration and NEW Students Starting in August

- [New Student Registration 2020-2021 (English)]
- [New Student Registration 2020-2021 (Spanish)]
Step 2: Email the documentation required below to the school for the student you are enrolling.

Email the following documentation to the principal of the enrolling school. **You may find their email address on the school’s web page under Faculty and Staff > Administration > Principal.** You may email scanned copies of the documents or snapshots taken by phone (please be sure the snapshot is not blurry and displays the whole document). If you are unable to email the documents, please contact the school’s principal to make other arrangements.

**You will need to provide the following:**

- Age Verification Documentation (Example: Birth Certificate)
- Parent/Guardian Photo ID (Example: Driver’s license)
- Immunization Record
- Proof of Residence
- The parent/guardian who owns/rents property shall provide two current valid documents as proof of residence (lease/deed/mortgage AND utility/cable/phone bill).
- Parents/guardians living with another person or family must complete the NEW Shared Residence Packet and provide ALL of the following:
  - The owner/renter of the property shall provide two current valid documents as proofs of residence (lease/deed/mortgage AND utility/cable/phone bill).
  - The parent/guardian must provide an official current document addressed to them at that address.
  - The parent/guardian must complete the Student Residency Statement.
  - Both parties must sign the affidavit provided for download below or from the school.
  - The school must verify all documentation received by completing the Shared Residence Affidavit Checklist.
  - A home visit by a school official is **REQUIRED** to verify residency.
• Please see our Student Enrollment Reference Guide for a complete list of acceptable forms of documentation. *Links listed below and are available on the website:*
  • New Shared Residence Packet with Affidavit.pdf
  • New Shared Residence Packet with Affidavit.pdf
  • New Shared Residence Packet with Affidavit - Spanish.pdf
  • New Shared Residence Packet with Affidavit - Spanish.pdf
  • HCS Student Enrollment Reference Guide

You may use the [School Zone Locator](#) tool to identify your student’s zoned school. The SchoolLocator in Powerschool Registration will select your zoned school based on the primary address you enter.

For technical support, visit our [PowerSchool Community](#) help center or click “Help” from any form page.

**Registration for returning students:**

**Step 1:** Go to Huntsville City School website and click on Enrollment. Complete Returning Student Registration - links are available on the HCS website for the 2020-2021 school year
  • [2020-2021 Returning Student Registration](#)
  • [2020-2021 Returning Student Registration (Spanish)](#)

Returning student registration requires a snapcode to access the record. Snapcodes are emailed on Fridays to the addresses we have on file for custodial guardians. You may also find your student’s snapcode using the Inow Parent Portal. Otherwise, please contact the school for assistance.

For technical support, visit our [PowerSchool Community](#) help center or click “Help” from any form page.

**Step 2:** If necessary, email the following documentation to the principal of the enrolling school. You may find their email address on the school’s web page under Faculty and Staff > Administration > Principal. You may email scanned copies of the documents or snapshots taken by phone (please be
sure the snapshot is not blurry and displays the whole document). If you are unable to email the documents, please contact the school’s principal to make other arrangements.

- Parents/guardians living with another person or family must complete the NEW Shared Residence Packet and provide ALL of the following:
  - The owner/renter of the property shall provide two current valid documents as proofs of residence (lease/deed/mortgage AND utility/cable/phone bill).
  - The parent/guardian must provide an official current document addressed to them at that address.
  - The parent/guardian must complete the Student Residency Statement.
  - Both parties must sign the affidavit provided for download below or from the school.
- The school must verify all documentation received by completing the Shared Residence Affidavit Checklist.
- A home visit by a school official is REQUIRED to verify residency.

If you have questions regarding your student’s zoned school, please visit Find My School on the Huntsville City School website.

**Student Transcripts and Records**

- Current HCS students/parents seeking to obtain a student record or a transcript must contact the principal or registrar at the current school.
- Current students/parents can view transcripts in the student management system portal (INow) as well as grades, comprehensive progress reports, and report cards.
- Former students/parents seeking to request a copy of student records or transcripts may visit the HCS website and click on Records to make a request.
Corporation, verification company, or government agency requesting graduation verification or a student record may visit the Huntsville City Schools website page and click on **Records** to make a request.

To request copies of Special Education records, please email the Department of Special Education at Susan.Lassen@hsv-k12.org. Please include the student’s full name, DOB, last year of attendance, and school attended.

**Instructional Technology**

**Student Device Repair:**

- Contact your school Principal if you have issues with your device.

**Learning Connectivity:**

- Wi-Fi may be accessed at any HCS school campus parking lot during the normal school day.
- Wi-Fi enabled school buses will be positioned in the community at designated locations for student access.

**IT Help Desk:**

Teachers, students, and parents can contact the IT Help Desk for:

- Password resets
- Logon issues
- Troubleshooting

The IT HelpDesk is available Monday-Friday from 7:30 AM until 3:30 PM.

Please call 256-428-6900 for assistance or email at helpdesk@hsv-k12.org

Digital learning resources are posted on the Huntsville City Schools website www.huntsvillecityschools.org/blended
**Digital Learning Support:**

Learning Management System or delivery of online instruction platform:

- 9-12 | Canvas
- 6-8 | Google Classroom or Canvas, 9-12 Canvas
- 3-5 | Google Classroom
- K-2 | Class Dojo

Various collaborative programs will be used for teachers/students/parents to “meet” for instruction or conferences online, including Zoom, Google Hangouts Meet, and Microsoft Teams.

For more information related to Instructional Technology or HCS devices, please visit [www.huntsvillecity.org/blended](http://www.huntsvillecity.org/blended) or call the Help Desk at 256-428-6900 between the hours of 7:30 a.m. and 3:30 p.m. You may be prompted to leave a message and someone will return your call as soon as possible to assist with your concerns.

Questions or concerns related to Instructional Technology may be addressed to Todd Watkins, Director of Instructional Technology, at todd.watkins@hsv-k12.org.

**Student Health Services**

- To pick up student medication from school, please contact the school nurse or the HCS Health Services Coordinator, Andrea Penn by email at andrea.penn@hsv-k12.org or by phone at 256-428-6835 leaving a message.
- **Parents:** If you or your child feels ill, are in self-isolation due to an exposure or potential exposure to COVID-19, or if you have been placed in self-quarantine due to a positive COVID-19 diagnosis; we ask that you do not visit our school buildings.
Parents: If you, your child, or a household member tests positive for COVID-19, please contact the HCS Health Services Coordinator, Andrea Penn by emailing andrea.penn@hsv-k12.org or by phone at 256-428-6835 leaving a message.

For questions or concerns related to Student Health Services, please contact one of the following HCS personnel:

- Andrea Penn, BSN, RN, Health Services Coordinator
  andrea.penn@hsv-k12.org

- Jana Mason, BSN, RN, Monitor Nurse
  Jana.mason@hsv-k12.org

- Ashley Thomas, RN, Monitor Nurse
  Ashley.Thomas@hsv-k12.org

- Lana Wethington-Nagy, BSN, RN, Monitor Nurse
  lana.wethington-nagy@hsv-k12.org

**Student Support Services**

**Student Counseling Services:**

- School counselors will continue to provide guidance lessons and will be available for academic, social and emotional counseling.
- Contact information for school counselors can be found on the school websites.

If you have questions regarding course selection for the 2020-21 school year, please contact your school counselor.

Questions/concerns related to school-based or district counseling services may be addressed to Leigh Ann Brown, School Counseling Services Coordinator at leighann.brown@hsv-k12.org or Ms. Brown’s Administrative Assistant, Jennifer Rice, at jennifer.rice@hsv-k12.org.
College counselors are available to assist seniors with questions regarding scholarship requirements, college planning, financial aid, and FAFSA.

- Sheri Crigger – College Counselor, Grissom/Jemison/Lee
  shericriger@hsv-k12.org
- Nancy Wolfe – College Counselor, Columbia/Huntsville/New Century
  nancy.wolfe@hsv-k12.org

**Student Welfare and Social Services:**

- Student welfare will continue to provide social and emotional support to students and families.
- Social Workers will continue to provide services as needed to their assigned school feeder patterns.
- Social workers will continue to:
  - provide bilingual support
  - work closely with school counselors
- Students and parents who are interested in mentoring services may contact the Department of Student Welfare and Social Services

If you have any questions or concerns related to Student Welfare, please contact department personnel listed below via e-mail:

- Cary Grant (Director of Student Welfare) cary.grant@hsv-k12.org
- Pam Palmer (Administrative Assistant) pamela.palmer@hsv-k12.org
- Connie Baer (Huntsville feeder) connie.baer@hsv-k12.org
- Patricia Mckellery (Jemison feeder) patricia.Mckellery@hsv-k12.org
- Jasmine Green (Lee/NCTHS feeder) jasmine.green@hsv-k12.org
- Patricia Corbitt (Grissom feeder) patricia.corbitt@hsv-k12.org
- Celina Tintori (Columbia feeder) Celina.tintori@hsv-k12.org
**Behavioral Learning**

- The expectations outlined in the HCS Behavioral Learning Guide apply to the online-distance learning environment. We expect students to participate in online-distance learning activities in a positive, respectful, timely and thoughtful manner.
- Students who display inappropriate behavior or cause a disruption to the online-distance learning environment will receive appropriate consequences. We expect parents to be a partner in this process; parents will be notified of any inappropriate behavior.
- Students who utilize on-campus Wi-fi access are expected to display appropriate behavior while on campus.
- Students will receive guidance on appropriate online-distance learning behavior.
- Resources that support positive student behavior will be shared on the HCS website under the Coronavirus Contingency Plan.
- We view parents as our partners in this process. Your input and help is an invaluable resource.

Questions or concerns related to Behavioral Learning may be addressed to Donna Clark, Coordinator of Behavioral Learning, at donna.clark@hsv-k12, Teresa Dent, Behavioral Learning Specialist, at teresa.dent@hsv-k12.org or Administrative Assistant Linda Pope at linda.pope@hsv-k12.org.

**Athletics**

During times of school closure and transition to blended learning, in accordance with the guidance from ALSDE and AHSAA, all athletic events are canceled. Any tryouts, practices, games, events, etc. are suspended until further guidance is issued.

Questions or concerns related to Athletics may be addressed to Scott Stapler, HCS Athletic Director, at scott.stapler@hsv-k12.org.
Child Nutrition Program

● As health conditions have continued to change, both in Madison County and across the state, HCS has entered a collaboration with community partners to continue serving meals to the youth in our community.
● The HCS Child Nutrition Program will continue to monitor the situation and guidance given by the State of Alabama, Emergency Management Agency, and the Center for Disease Control (CDC). If conditions improve while school is in session, HCS will reevaluate its current protocol and will continue to work with community partners.

Questions and concerns related to the HCS Child Nutrition Program may be addressed to Henry Ward, Child Nutrition Program Coordinator, at henry.ward@hsv-k12.org or visit the CNP link on the HCS website at https://www.huntsvillecityschools.org/departments/child-nutrition-program

Operations

HCS Wi-fi equipped school bus deployment strategy:

● Wi-Fi will be available at local school campuses during normal school-day hours
● Additional selected school sites will have extended hours, Monday through Friday, from 3 p.m. to 6 p.m.
● Drivers will direct any inquiries to the school office. Drivers will not be able to provide assistance or engage in conversation with students/families
● Information for accessing school bus Wi-fi will be posted in the bus window

School Bus Wi-Fi locations/hours – 41 buses:

● AAA ES & MS (10:00 a.m. – 2:00 p.m. / 3:00 p.m. – 6:00 p.m.)
  ○ Parking lot closest to Woody Anderson Ford
● ASFL ES & MS (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot on west side of school off Porter Dr.
- Blossomwood ES (10:00 a.m. – 2:00 p.m.)
  - Main parking lot in front of cafeteria
- Chaffee ES (10:00 a.m. – 2:00 p.m.)
  - Parking lot in back of school off Taft Dr.
- Challenger ES (10:00 a.m. – 2:00 p.m.)
  - Main parking lot near elementary school entrance
- Chapman ES (10:00 a.m. – 2:00 p.m.)
  - Parking lot in front of elementary school on south end of building
- Dawson ES (10:00 a.m. – 2:00 p.m.)
  - Main parking lot in front of school
- Farley ES (10:00 a.m. – 2:00 p.m.)
  - Main parking lot on south side of school
- Goldsmith-Schiffman ES (10:00 a.m. – 2:00 p.m.)
  - Parking lot in back of school
- Hampton Cove ES (10:00 a.m. – 2:00 p.m.)
  - Parking lot in front of elementary school entrance
- Highlands ES (10:00 a.m. – 2:00 p.m.)
  - Parking lot on south side of school
- Jones Valley ES (10:00 a.m. – 2:00 p.m.)
  - Parking lot on south side of school
- Lakewood ES (10:00 a.m. – 2:00 p.m.)
  - Parking lot on the south side of school near Mastin Lake Rd.
- MLK ES (10:00 a.m. – 2:00 p.m.)
  - Parking lot on north side of school
- McDonnell ES (10:00 a.m. – 2:00 p.m.)
  - Main parking lot on southeast corner of school
- Monte Sano ES (10:00 a.m. – 2:00 p.m.)
  - Main driveway at north end of school
- Montview ES (10:00 a.m. – 2:00 p.m.)
  - Main parking lot on side of school
- Morris ES (10:00 a.m. – 2:00 p.m.)
  - Parking lot in front of school on west side of building
• Mountain Gap ES (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot in front of elementary school off Versailles Dr.
• Providence ES (10:00 a.m. – 2:00 p.m.)
  ○ Driveway at front right corner of building
• Ridgecrest ES  (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot on north side of school
• Rolling Hills ES  (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot on northeast corner of school
• Sonnie Hereford ES (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot in front of school off Wilson Dr.
• Weatherly ES (10:00 a.m. – 2:00 p.m.)
  ○ Main parking lot on south side of school
• Whitesburg ES  (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot on the north side of school off Sanders Rd.
• Williams ES  (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot in front of elementary school
• Challenger MS  (10:00 a.m. – 2:00 p.m.)
  ○ Main parking lot near middle school entrance
• Chapman MS (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot in front of middle school entrance on north end of building
• Hampton Cove MS (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot in front of middle school entrance
• Huntsville JHS (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot on south side of school
• Morris MS (10:00 a.m. – 2:00 p.m. / 3:00 p.m. – 6:00 p.m.)
  ○ Parking lot in front of school on east side of building
• Mountain Gap MS (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot in front of middle school off Mountain Gap Rd.
• McNair JHS (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot in front of school off Pulaski Pike
• Whitesburg MS (10:00 a.m. – 2:00 p.m.)
  ○ Parking lot on the south side of school off Martin Rd.
• Williams MS (10:00 a.m. – 2:00 p.m. / 3:00 p.m. – 6:00 p.m.)
  ○ Parking lot in front of middle school
• Columbia HS (10:00 a.m. – 2:00 p.m. / 3:00 p.m. – 6:00 p.m.)
  ○ Parking lot on north side of school near the gym
• Grissom HS (10:00 a.m. – 2:00 p.m. / 3:00 p.m. – 6:00 p.m.)  
  ○ Parking lot on south side of school near auditorium entrance  
• Huntsville HS (10:00 a.m. – 2:00 p.m. / 3:00 p.m. – 6:00 p.m.)  
  ○ Parking lot between freshman academy and football field  
• Jemison HS (10:00 a.m. – 2:00 p.m. / 3:00 p.m. – 6:00 p.m.)  
  ○ Parking lot in back of school between gym entrance and sports fields  
• Lee HS (10:00 a.m. – 2:00 p.m. / 3:00 p.m. – 6:00 p.m.)  
  ○ Parking lot on side of school near gym entrance  
• New Century THS (10:00 a.m. – 2:00 p.m. / 3:00 p.m. – 6:00 p.m.)  
  ○ Parking lot in back of school near attendance office

Off campus sites/hours – 3 buses  
  • Boys & Girls Club – Earl St. (10:00 a.m. – 2:00 p.m.)  
    ○ Front driveway  
  • Cavalry Hills Rec. Center (10:00 a.m. – 2:00 p.m.)  
    ○ Main parking lot  
  • Richard Showers Center (10:00 a.m. – 2:00 p.m.)  
    ○ Parking lot on south side of building

Questions or concerns related to Operations may be addressed to Dr. Jeffrey Wilson @ jeffrey.wilson@hsv-k12.org.