



Christina Spivey, Principal
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Hampton Cove Elementary Traditional Students Return 5 days a week Oct. 26, 2020

October 2, 2020

Hello HCES Families,

At the HCS board of education work session last night, the district announced that our traditional students will return to school five days a week beginning October 26, 2020. I want to assure our families that our faculty and staff will continue the numerous risk mitigation measures that have served us well this year. Thank you to our amazing parents and staff for following all of our safety protocols. We will continue to require all staff and students to wear masks or facial coverings, social distancing will be practiced to the greatest extent possible, as well as disinfecting in our classrooms throughout the day. Every student has a desk shield in their classroom and teachers have received face shields as well. We will use the first several days of school to educate students on best practices and self-care for themselves as well as others.

We have had great success with the opening of school and the staggered schedule provided time with smaller groups of students to teach our safety procedures. Our students have had time to learn and adjust to our daily protocols and I am confident we will continue to keep our students safe. We will also continue to follow the ADPH guidelines for reporting mild and major Covid symptoms as well as report any positive Covid cases to the district. There are procedures in place for moving back to remote learning for groups of students should our school staff or students have Covid cases or symptoms.

Timeline:

- October 5th -9th – FALL BREAK
- October 12th – 23rd – Students will return to school on a staggered schedule (Cohort A or Cohort B)-see calendar below
- October 26th - Traditional students will return to the school building 5 days a week
- October 30th – Report Cards go home
- November 11th – No School – Veteran's Day
- November 23rd & 24th – E Learning Days – more information will be provided at the Nov. 5th BOE meeting
- November 25th – 27th – Thanksgiving Holidays

Wellness Screening at Home: We appreciate our parent's efforts with safety!

- *The first line of defense is in the home.* Below are a few symptoms that will necessitate your child staying at home. If you notice any of these, please contact our school nurse, Amy Carroll at amy.carroll@hsv-k12.org and keep your child at home.
 - Elevated temperature (100.4 or higher)
 - Exposure to someone that has tested positive for Covid-19 in the previous 48 hours
 - Symptoms of possible Covid-19
 - Fever of 100.4 or higher
 - Chills



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- New cough or shortness of breath
 - Recent loss of taste and/or smell
 - Nausea and/or diarrhea in the previous 24 hours
- Parents will be asked to take their students' temperature within thirty minutes of school drop-off. Per Alabama Dept. of Public Health (ADPH), any student with a temperature of 100.4 or higher MUST be kept at home.
- Students must be fever free for 24 hours without the use of fever reducing medications (Tylenol, Advil, etc.) before returning to school.
- If a student has a pre-existing condition, parents/guardians are advised to speak with their child's physician for advisement regarding returning to school.
- Students should also not report to school if they have been exposed to someone with COVID-19 within the last 14 days.

The staggered schedule is below for parents to reference for the week of October 12th and 19th:

Staggered Schedule

Huntsville City Schools

2020-2021 Academic Calendar

Staggered Schedule for In-School Instruction

Cohort A

Cohort B

HUNTSVILLE CITY
SCHOOLS

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)						
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			

OCTOBER (17)						
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

NOVEMBER (17)						
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					

DECEMBER (16)						
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		

JANUARY (19)						
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						

FEBRUARY (19)						
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						

MARCH (20)						
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			

APRIL (20)						
S	M	T	W	T	F	S
						1
						2
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	

MAY (20)						
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					

JUNE (0)						
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			

JULY (0)						
S	M	T	W	T	F	S
				1	2	3
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





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Facial Coverings:

- Classroom teachers and other HCS employees will wear face coverings while on campus.
- Students will wear face coverings while on campus except during a meal and PE/recess.

Traditional Student Instruction:

- PE will take place face to face in the gym and cafeteria. Both areas are spaced and marked to allow for social distancing to the greatest extent possible. Face masks will not be worn during PE, however, masks must be worn during transitions.
- Students will participate in non-contact, socially distanced activities during PE. Shared equipment will not be utilized.
- Art, Music, ETA, Guidance, and Library classes will be face to face. Students will receive art, music, and ETA in the classrooms which are equipped with student desk shields and the shields will be sanitized after each class. The guidance counselor and librarian will rotate to the classrooms to provide their lessons. The library will be used in limited capacity and digital resources will be promoted for student resources.
- Classroom teachers will continue instruction in the classroom using the desk shields for students. They will provide small group instruction at the small group table using the desk shields and disinfect during transitions. Student desks will be spaced apart as much as possible. All students will have assigned seats that they use daily.
- Classroom teachers will continue to use Schoology to access instruction and retrieve assignments.

Breakfast/ Lunch and Water:

- Breakfast and lunch will be served in the classrooms and all meals are free for all students this year.
- Trash from breakfast and lunch will be collected by custodian following each meal.
- Students are asked to bring a water bottle each day and to have their names on their water bottle.
- HVA and remote students will still be able to pick up breakfast and lunch at Hampton Cove Elementary. Breakfast and lunch will be served in a drive through style between 11:00 a.m. -12:30 p.m. daily.

Student Arrival and Dismissal:

- The school day is 8:00 am -2:30 pm. – Students will enter their classrooms at 7:45 am.
- Students can be dropped off at 7:30 am, but they must remain in their car until directed by a faculty member to exit their car to enter the building. We will unload at the overhang. Please remind your child to social distance when walking to their designated areas.
- If you are a PreK parent, you will need to pull all the way to the front of the line for drop off. The PreK teachers will have the clipboard for you to sign in your child. Please remember we must keep the car line moving so the drop off time should be quick. This is not a time to talk to your child's teacher.
- Students will report to a designated location in the building, either their hallway (car riders entering through the front doors) or the cafeteria (walkers and bus riders entering through the back doors).



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- All parents must go through the car line for arrival and dismissal. Parents must remain in their cars during these times. Parents and other visitors are not allowed in the school past the front office area at this time.
- Dismissal will begin at 2:30.
- Bus riders and PreK siblings will be the first group to be dismissed.
- Walkers will be the second group to be dismissed.
- Students will remain in their classrooms until their names are called for car rider pick up.
- There will be six cars called at a time. When these cars are loaded the next six cars will move through the line.
- All parents must go through the car line for arrival and dismissal.
- Parents will not be allowed to park and walk to pick up their students. Parents should not park on campus or in neighboring subdivisions to pick up their children.
- Parents who are parked in the middle school line waiting for the HCMS dismissal may walk up to the crosswalk at 2:45 to pick up their child(ren). Please wait at the crosswalk for your child and take turns while socially distancing.
- Walkers and bike riders are students who walk or bike to and from school independently. Kindergarten students are not allowed to walk home alone. Parents are not allowed to walk to the back doors to pick up students.
- There will be no check outs after 2:00. Please make all appointments after 2:30.
- At this time, there will be no after school care offered (short term and afterschool care is not available).
- Please make every effort to get to school on time each morning for your child's scheduled face to face instructional days. If your child is tardy, parents/guardians must park, come to the **front** doors and ring the doorbell to check in your child. Upon entering the lobby you must: wear your mask, sanitize your hands (we have sanitizer available), and sign in your child at the table in the front lobby. Parents are not allowed to enter the school past the office area at this time. We will have staff ensure your child is walked to class.

Transportation:

- HCS will transport every student who meets pupil transportation criteria as outlined in the HCS student-parent handbook located on the HCS website.
- Students will board the bus at their assigned stop, checked in by the driver according to the bus roster.
- The bus driver will apply hand sanitizer to each student.
- Students will proceed to the farthest empty seat as directed by the driver, ensuring that students do not pass other students.
- Each student must wear a mask while on the bus.
- There will only be one student per seat; however, siblings may sit two to a seat.
- Students will exit the bus from the front to the back as directed by the driver.
- Buses will be cleaned after morning routes and evening routes.



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- Window will be open one notch to enable air circulation.

Social Distancing:

- Classrooms will be set up to maximize social distancing to the greatest extent possible.
- The gym is marked off to allow for social distancing.
- The cafeteria is marked off to allow for social distancing for students for morning arrival and afternoon dismissal.
- Signage is used to remind and direct both students and staff of appropriate health and wellness best practices.
- Hallways have spacing markings at six feet intervals to encourage social distancing.
- The playground will be open and playground equipment will be utilized as students will sanitize their hands before and after recess.
- Schools and campuses will be cleaned and disinfected frequently in accordance with ADPH and CDC guidelines to include regularly disinfecting frequently used items and surfaces. In the event of a school or building closure, impacted campuses will be cleaned and disinfected.

Classroom Hygiene Procedures:

- All meals will be served in the classrooms.
- There will be no sharing of food. Parents may not send snacks or food to share with other students.
- Students and staff will wash or sanitize hands each time they enter the classroom.
- Custodial staff will sanitize classrooms and common areas daily.
- When feasible, desks and tables will be cleaned during transition times.
- Students will not be allowed to share items, supplies, or equipment with each other.
- Student desks will be spaced apart as much as possible and will be in forward facing rows.
- Student desk assignments will be implemented in all classrooms with the use of student desk shields.
- All students, faculty, and staff will wear a mask on campus except during breakfast or lunch.
- Each student should bring a water bottle from home each day. Please have your students' names written on the bottle.
- Personal items brought to and from home should be limited, non-essential items should not be brought to school.
- Students will not share supplies.
- Each classroom will have hand sanitizer, paper towels, and sanitizing spray.

Transitioning from face-to-face instruction to virtual instruction:

In the event student attendance is suspended, the following steps will be taken:

- Students instruction will return to remote learning using Schoology.
- Classroom teachers will send parent communication outlining instruction modes, how support will be provided and how parents can contact teachers during remote learning.



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- A schoolcast will be sent out informing parents of the school closure and information will be placed on the school's webpage.

Student Plan:

The following plan will be in place for students who become sick or have the need to self-isolate:

- Parents are asked to notify the school should a student become sick or need to self-isolate.
- The classroom teacher will assign work through the Schoology management system.
- Parents will be notified of instructions on how to access and submit assignments.
- Lessons will be recorded daily and uploaded into Schoology for student access.
- The classroom teacher will provide instruction, assignments, and support virtually and/or telephone until the students returns to the school campus.

Campus Access:

- Carline drop-off and pick-up will continue to be designed for student safety.
- Visitors will be restricted to absolutely necessary personnel.

Thank you in advance for your continued patience, understanding and commitment. We appreciate your support and flexibility as we navigate through this transition. Again, please contact your child's teacher or the school with any questions or concerns that you may have at (256) 428-7180. I have also included a reference list below.

Respectfully,
Christina Spivey
Christina.spivey@hsv-k12.org
Principal

Questions:

- Grades & Coursework – contact your teacher first please firstname.lastname@hsv-k12.org
- Attendance & Registration – Teri Pape at teri.pape@hsv-k12.org
- Cafeteria and Nutrition: LaTonya Williams at latonya.williams@hsv-k12.org
- School Nurse: Amy Carroll at amy.carroll@hsv-k12.org
- Librarian/Media Specialist: Suzan Ellett at Suzan.ellet@hsv-k12.org
- IT Support - If your student has difficulty with the internet or digital learning platform please reach out first to your child's teacher, then email Mrs. Ellett, our school media specialist, and lastly, we can contact the HCS IT Department at helpdesk@hsv-k12.org or 256-428-6900.
- School Fees & Finances – Teri Pape at teri.pape@hsv-k12.org
- HCES website: <https://www.huntsvillecityschools.org/schools/hampton-cove-elementary>



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