



# Hutchens Elementary

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## Back to School Reopening Handbook 2020-21

### Face- to- Face Learning

Teachers will be teaching as normal while supported by our new learning management system, Schoology, as we move to devices for all students. Direct instruction will take place DAILY in all classes.

Instruction will include **direct instruction** from the classroom teacher using instructional technology tools, for example, the classroom Smart Board, Webcam, Document Cameras, and other tools. Teachers will provide, for face-to-face learners, instructional materials, assignments, and assessments from their course(s) inside Schoology. Inside the course structure of Schoology, teachers, for example, will use the **DAILY course or lesson progression** which includes *direct instruction, student activity/activities (independent practice), and small group*, when needed. Teachers will follow the ORIGINAL school schedule and teach according to the normal master schedule.

### Direct Instruction

- Face to face students will be in class for direct instruction. Devices may not be needed during this time unless being used for the lesson. All students MUST bring a CHARGED device to school each day. Teacher presents lesson from the SMART board or display board as normal.
- Face to Face students participate in class discussion with teacher and classmates.

### Independent Work

- Face to Face students will complete work/assignments and activities, as normal in Schoology and ONLY using the computer when completing assignments, not for instruction unless part of the lesson.

### Small Group

- Face to Face students meet using social distancing.

**Phonics First** will continue to follow the **progression of the lessons** within the program.

Homeroom teachers may be changed if the Face-to-Face teacher is a remote learning teacher ONLY.

## **Remote Learning**

- Full time remote teachers will continue teaching just as we are currently doing. All remote learners will be assigned to **remote teachers**. Remote teachers will not be responsible for ANY face-to-face students.
- Remote teachers will be teaching as normal while supported by our new learning management system, Schoology, as we have devices for students.
- The student's homeroom teacher may change if their assigned teacher is not a remote teacher.

**\*We will be contacting parents of students with teacher changes.**

### **Quarantined Students:**

Students who must be quarantined for one reason or another, the homeroom teacher will continue helping the student through the assignments in Schoology from home. The homeroom teacher will not be changed.

### **Face to Face Students:**

Should a Face-to Face student change to Remote Learning, he or she will be moved to a remote teacher's homeroom classroom.

### **Remote Students:**

Should a Remote student change to Face-to- Face Learning, he or she will be assigned to a Face-to-Face teacher's homeroom classroom.

- **Parents will be allowed to change ONE time from Face-to-Face to Remote or from Remote to Face-to-Face.**

**First Day of School-** During this time, parents are not allowed to visit our campus until further notice due to Coronavirus. All students will go through carpool, van, or bus. No parents will be allowed to walk in. All Pre-K and Kindergarten students will walk on the first white square on the front kindergarten hall. Pre-K and Kindergarten teachers will be on the hall to greet their students. Non-homeroom teachers will be escorting children to the classrooms. First and Second grade students will walk down the front first grade hall on the first white square until they make it to their designated classroom. The first and second grade teachers will greet the students. PLEASE PLACE YOUR CHILD'S NAME AND THEIR GRADE AND TEACHER'S NAME ON THEIR shirt. This will be very IMPORTANT especially for children who are new to Hutchens. Special needs students should be walked to the front walkway and a designated teacher will meet the student to walk them into the building for breakfast.

**Breakfast/Lunch Procedures-** All breakfast and lunch items will be prepackaged meals and will delivered to the classroom by the CNP staff. All students will eat breakfast and lunch in their homeroom classroom. Parents will not be allowed to bring lunch to school. All items brought from home must be brought in a lunchbox by the student. No food can be shared by children.

**Snacks-** Snacks can be ordered at school or brought from home, but cannot be shared with others. Parents will not be allowed to send treats on snacks to school for other students. For example, no doughnuts for the class for a child’s birthday or celebration.

**Arrival-** All students will enter the building through the front doors and will be escorted down the front halls and escorted to their classrooms. Students will walk along the first white square and follow the cardinals.

**Dismissal- Special Needs Pre K and designated Special Education students** will be dismissed at 3:00 and will be escorted to the sidewalk. Parents of these students are to park in front of the MCPSS buses in the second parking lot in a carpool line in order for us to dismiss these children safely.

At 3:10 all **bus students** will be dismiss to the gym and they will sit behind their designated bus on a cardinal on the floor. The students will be distanced from one another until they are loaded on the bus. Following will be **car riders at 3:15**. Pre-K and Kindergarten car riders will sit in the lobby and front kindergarten hall on the cardinals, 1<sup>st</sup> Grade car riders will sit in the lobby and down the 1<sup>st</sup> grade hall on the cardinals, and 2<sup>nd</sup> grade will sit on the cardinals in the middle hall. Teachers will be posted along the way to help monitor students and to assist with distancing and listening for their name. Traffic teachers will call for students as usual and they will be lined up in the lobby and escorted to their cars. **We will not have CAR PARKERS this year.**

<b>Pre K Special Needs &amp; Designated Special Needs</b>	<b>3:00 (in 2<sup>nd</sup> parking lot)</b>
<b>Van Riders/Cows</b>	<b>3:05 (in 2<sup>nd</sup> parking lot on 2<sup>nd</sup> row)</b>
<b>Bus Students</b>	<b>3:10 (in 2<sup>nd</sup> parking lot)</b>
<b>Car Riders</b>	<b>3:12 (in 1<sup>st</sup> parking lot)</b>

#### **Social Distancing**

1. We will do our best to **isolate** students to the homeroom classroom.
2. Music, Art, Library, NEST, and Guidance classes will be held in each homeroom classroom so that students are not exposed to other rooms.
3. Breakfast/Lunch will be in the homeroom classroom.
4. PE will be have three or four classes in the gym at one time, but we will separate the classes and have them engaged in games with only their homeroom classmates. Also, PE equipment will be sanitized after every class period.
5. Cardinals have been placed on the floor every fifth square to aid students with distancing while in line.
6. Teachers will work to maintain individual materials and supplies for each student.

**Bathroom and Handwashing Procedures-** All classes will have three designated bathroom/handwashing times each day. Also, each classroom will be equipped with 1 gallon of hand sanitizer provided by MCPSS and any donated by parents. Students will be encouraged to sanitize their hands every two to three hours. Posters will be displayed in all bathrooms and common areas about proper hand washing. We will also be teaching our students about the importance of washing their hands frequently. Hand sanitizing stations has been placed at 8 different areas of the school in addition to the ones in the bathrooms.

**Water Fountains-** All water fountains will be covered and **not used**. **We are asking every parent to send bottled water in a thermos or water bottle CLEARLY labeled with the child's name.**

**Attendance-** Attendance will be taken daily for students who are at school and virtual. At school attendance will be taken every morning as usual and virtual students must log into Schoology every day by the end of the day. Attendance will be taken the next morning for virtual students. If the need arises a virtual student or face to face student may need to declare a change of placement, this may only be done ONCE and should only be changed if a serious need occurs. Arbitrary selection between virtual and on campus attendance will not be allowed. Daily log-in to Schoology to record student attendance will be required for all students who choose virtual instruction. We encourage virtual students to follow their class schedule as their instruction will occur concurrently with on campus instruction. Students who have declared on campus attendance will be marked absent if they are not physically present at school. Attendance officers will assist with students who are not attending school both on campus and virtually. On campus student attendance must be taken no later than 11:00 AM. Virtual student attendance may be taken at the end of the school day. If students logon after school hours, teacher may correct their attendance the next day.

**Late Student Check-Ins-** Parents must accompany their children to the entry way for check-in for grades PreK-2<sup>nd</sup> grade. Please use the window on the side of the office.

**Early Dismissals-** Students will not be called from class until parents are on-campus to pick up their children. Parents or guardians will check the student out at the office window. **Checkouts are not allowed after 2:15.**

**MCPSS Students or Staff with COVID 19-** All students or staff who are diagnosed with COVID 19 should immediately inform Mrs. Gallop. Employees who become symptomatic at school will be sent home and separated until they are able to leave. Contact tracing will be conducted by health services & MCHD. Students who become symptomatic at school will be placed in an isolated room in the first aid room with a facial covering in place. Nurses will wear N95 masks when caring for these students. Parents will be contacted to transport the student home and encouraged to consult with a health care provider. If the parent cannot be located or does not have transportation, MCPSS social services will be contacted for assistance. All

students and employees who are diagnosed with COVID 19 must test negative or be quarantined for 14 days and be asymptomatic (fever free without medication for 3 days) before returning to school. Health Care Provider documentation will be required prior to returning to school.

**Close Contact Rule (6/15)-** Close contact is defined as contact with a confirmed COVID diagnosis within 6 feet of the individual for a total time of more than 15 minutes. This rule applies for notification purposes for employees and students. Parents will be sent a letter informing them if their child has been in close contact with any person with positive COVID test.

**COVID-19 in the Household-**If students and employees reside in a household in which someone has been determined positive for COVID-19, this person is considered a "direct contact" and should be quarantined for 14 days. To return to school the student/employee should be asymptomatic, fever free without medication for 3 days, OR receive a negative test before returning to MCPSS property. This applies to any person who has been within 6 feet of an infected person for 15 minutes or more. Medical documentation will be required from employees claiming close contact.

**Parent Recommendations-**The ADPH recommends that parents check their child's temperature every morning. If the temp is 100.4 or higher, they must stay home until fever free (without the use of Tylenol/Motrin) for 3 days before returning to school.

Contact health care provider if your child is experiencing 2 or more of these symptoms:

- Fever of 100.4 especially first thing in the morning
- Cough, runny nose, sinus congestion
- Trouble breathing or persistent pain or pressure in the chest
- Abdominal pain or stomachache
- Common symptoms, lack of taste or smell
- Diarrhea or vomiting

**All students diagnosed with COVID-19 should remain home until they have completed the 14-day quarantine and recovered according to ADPH guidelines.**

**Masks/Face Coverings-** Masks or facial coverings are required for students in 2<sup>nd</sup> grade and staff. All masks should be cloth and appropriate for school. Teachers/staff members may wear face shields when necessary. The ALSDE is providing 3 cloth masks for students and all school employees as needed. Some students or staff may be unable to safely wear a mask because of certain medical conditions. Some also may be uncomfortable with consistent use throughout the day, such as, those who are constantly touching their face and mask.

**Who should NOT use face coverings:** Children with developmental conditions, any child who has respiratory conditions, such as severe asthma, children with tracheostomy, special needs children who are unable to remove the mask without assistance, or those children with tactile aversion, behavior issues and other conditions.

**Medication at School**-Parent/Guardian must call the school office to schedule an appointment with the School Nurse to deliver their child's medication.

- Medications can be received no earlier than September 21 . Social distancing and **mask will be required.**
- Mandatory State Medication Guidelines remain in effect:  
Parent/Guardian must bring in medication with signed health provider orders  
Medication count will be documented and signed per receiver and parent/guardian.

**Temperature Checks**-Any persons expressing any form of illness will have their temperature checked by the school nurse.

- Staff will send students to the office who show any signs of illness (e.g. coughing, sneezing, runny nose, profuse sweating, etc.), including students who express they "just don't feel well."
- Notification procedures for students with at or above 100.4F.

### **Guests Visiting Campus**

Level 1 – Guests will follow Board Policy and proceed as normal.

Level II or Greater – Guests are not allowed on campus; all conferences and required meetings may be conducted virtually. (including IEP meetings)

**MCPSS is considered Level II. Guests are not allowed on campus; all conferences and required meetings may be held virtually.**

All MCPSS staff visiting a school must "buzz in" and/or call prior to entering the building. Essential persons (central office, vendors, service providers, etc.) must wear cloth masks when visiting schools.

### **COVID-19 Transportation Plan**

- Given current conditions, parents should consider transporting students by private vehicle.
- Parents are strongly encouraged to have students wear a cloth face mask appropriate for school when riding the bus.
- Upon entering the bus, students will apply hand sanitizer.
- Signage will be posted to communicate COVID-19 symptoms and precautionary measures.
- Students should face forward and not lean across seats.
- Eating on the bus is prohibited by federal and state regulations. Because of the pandemic, this rule **MUST** be strictly enforced.
- All students will have an assigned seat. Numbers of students per seat on the bus will be limited. Consideration will be given to students in the same household.
- The driver will spray common touch points inside the bus with a disinfectant prior to the start of a route (as needed), between runs, and immediately following the completion of a run.
- Disinfectant is to be applied with a pump-up sprayer starting in the most rear part of the bus, working toward the driver's area and entrance door.