

# Highlands Elementary School

2020-2021  
Reopening Plan



*Blakelynn Barker, Principal*

# Introduction

After a spring unlike any before, I write to you about our plans for the fall with the welfare of our students, teachers, staff, and stakeholders at the forefront. It is surreal to think of the sickness and fatalities caused by COVID-19 in our county, the great state of Alabama, in our nation, and around the world. Highlands is committed to offering transparency as we forge together grappling for a sense of normalcy. Making decisions that affect your child's safety including quality instruction is a collaborative effort. The Highlands Elementary School Reopening Plan includes various scenarios based on phases of COVID-19 community spread and practicing preventions established by the Alabama Department of Public Health (ADPH), Centers of Disease Control & Prevention (CDC) and Local Health Affiliates. Our communal goal is to provide the safest and most realistic precautions for educating our children. As long as the pandemic threatens our livelihoods, it is our job as educators to network with all stakeholders to secure preventive measures. It is safe to predict when we follow critical health requirements, we can gradually return to 100% Traditional school with sound plans to protect all members of our educational community.

*Blakelynn Barker, Principal*

# Highlands Elem. Protocols for Phases of Community Spread

Level of Community Spread (AS DETERMINED BY THE STATE AND LOCAL HEALTH OFFICIALS)

## No/Low

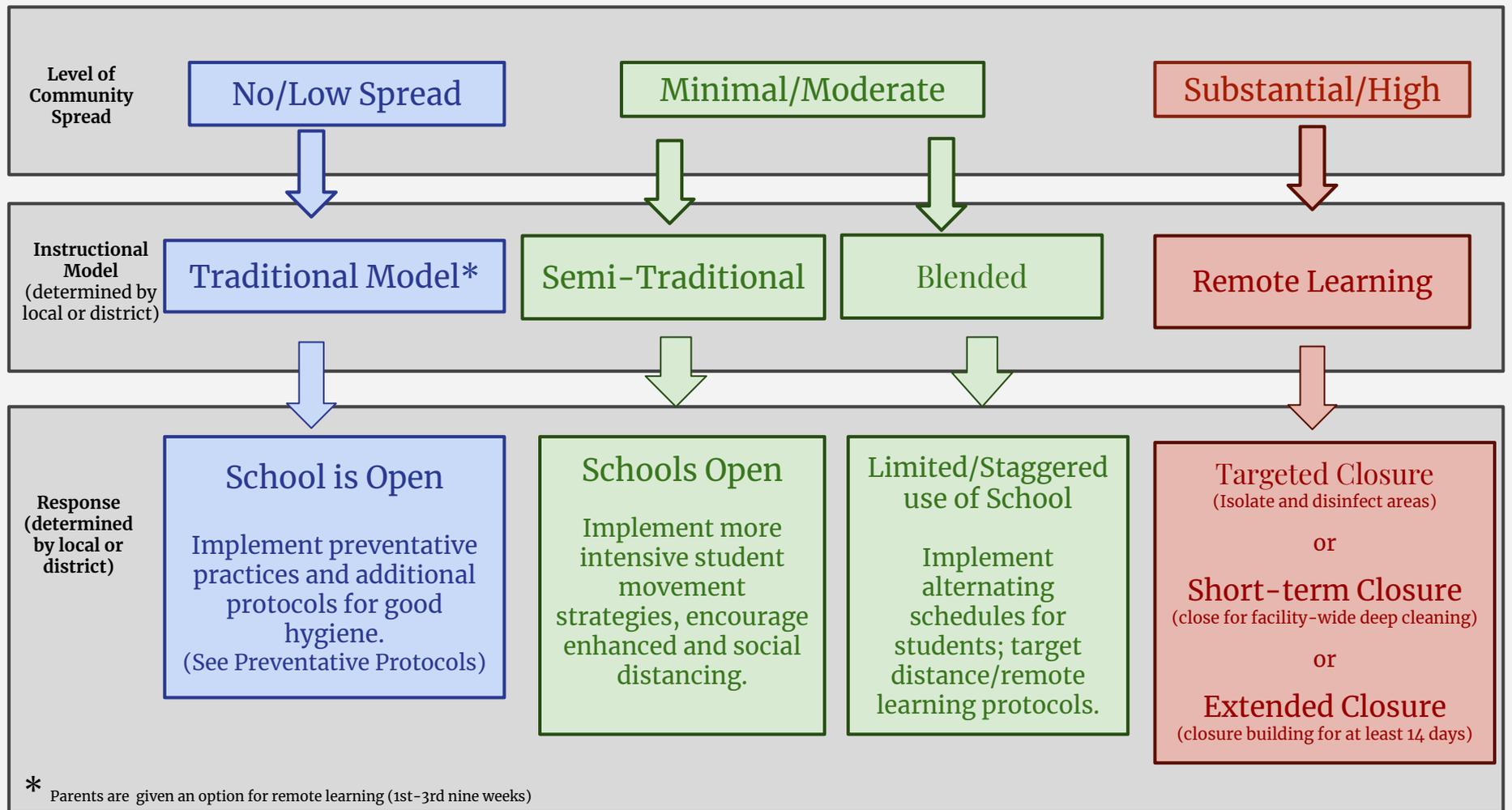
- All faculty and staff will be required to participate in a daily health check that involves self-reporting symptoms or known exposures to COVID-19.
- Student screening begins at home. Parents should not send students off to school with onset symptoms.
- Establish a protocol for students/staff who feel ill/experience symptoms once they come to school.
- Establish and maintain communication with local and state health officials.
- Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible).
- Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.

## Minimum/Moderate

- All faculty and staff will be required to participate in a daily health check that involves self-reporting symptoms or known exposures to COVID-19.
- Student screening begins at home. Parents should not send students off to school with onset symptoms.
- Follow protocol for students/staff who feel ill/experience symptoms once they come to school.
- Establish and maintain communication with local health officials.
- Participate in contact tracing efforts as directed by local health officials (to the extent feasible).-possible pool testing
- Implement enhanced social distancing measures (whenever possible.)
- Alter schedule to decrease movement & population within the building.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.

## Substantial/High

- Coordinate with district leaders and local health officials.
- Implement Remote Learning.
- Any faculty that comes on campus to prepare for Remote Learning will be required to participate in a health check that involves self-reporting symptoms or known exposures to COVID-19.
- Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible). Contact pool testing, if available.
- Close Highlands Elementary based on contact tracing data or waiting for results, if directed.
- Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting.
- Faculty and staff will follow a skeleton schedule to limit employees within the building (CDC guidelines followed).
- Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness.



# Guidelines for Highlands Elementary

## No/Low Community Spread

**Implement standard operating procedures while taking preventative measures such as:**

- Traditional (with remote option) will be implemented.
- Provide hand sanitizer for students and staff with stations set up throughout building.
- Personal Protective Equipment may be needed to prevent certain exposures.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Adhere to established protocol for students/staff who feel ill/experience onset symptoms when they come to school.
- Adhere to the established protocol for visitors: calling the front office before entering, screening visitors, requesting use of face coverings/masks, etc. Restrict nonessential visitors and volunteers.
- Traffic flow and interaction gatherings shall be modified to comply with directives from the Department of Public Health.

# Guidelines for Highlands Elementary

## Minimum/Moderate Community Spread

**Implement standard operating procedures while taking preventative measures such as:**

- At the district's discretion, semi-traditional and/or blended instruction will be implemented.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Adhere to an established protocol for students/staff who feel ill/experience symptoms when they come to school.
- Mark spaced lines to enter the building and designate entrance and exit flow paths.
- Screen staff (to the extent possible):
  - Take temperatures, ideally before entering buildings.
  - Isolate and send home if internal temperature is over 100.4°F (38°C).
  - Consider safety and privacy concerns whereas confidentiality should be maintained.
- Adhere to the established protocol for visitors: calling the front office before entering, screening visitors, requesting use of face coverings/masks, restrict nonessential visitors and volunteers, etc.
- Establish a protocol for student pick up/drop off such as staggered entry and release (by grade, class, or bus numbers) and marked spacing for pickup.

# Guidelines for Highlands Elementary

## Substantial/High Community Spread

### **Highlands Elementary is closed.**

- Remote learning will be implemented.
- School leaders must remain transparent and purposeful as they determine roles, responsibilities, and reporting requirements for staff while refraining from blanket reporting requirements.
- School leaders will implement remote learning whenever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures.
- Only the essential staff is to report in-person to carry out necessary functions.

# What is *Traditional*

## Instruction?

Traditional mode of instruction is face-to-face instruction within the classroom setting. Students will receive high quality instruction to engage all students in work that is challenging, adventurous and meaningful. Our mission is to create classrooms where teachers can fulfill their highest aspirations, and students achieve more than they think possible, becoming active contributors to building a better world. Classroom arrangements will be conducive to the guidelines set forth in the 'DCS Reopening Plan' to every extent possible. All special area teachers will travel to classrooms to minimize student transitions and contact. PE schedules will be modified and flexible to guarantee all students have access to daily physical activity, however, students will not be able to participate in close contact sports. Related services will be offered to qualifying students. Tutorial aides will pull small groups to offer intensive remediation services for any struggling students who display regression of skills previously learned as a result of COVID-19 closures.

# What is **Remote**

# Instruction?

It is understood there may be families that hold reservations about their child(ren) returning in August. Until everyone has a sense of relief to send their child(ren) off to school, DCS will offer a Remote Learning option for elementary students for the 2020-2021 school term.

- If parents choose the Remote Learning approach, students will be enrolled from the beginning of school to the end of the first nine (9) weeks. At that time, they can continue Remote Learning or reenter the traditional mode of instruction at Highlands Elementary. Once the student has begun Remote Learning for the 3rd nine weeks term, students will continue receiving Remote lessons until the end of the 2020-2021 school term.
- Remote Learning will engage students with assigned DCS teachers for daily instruction in all core subjects via an online secure video platform. Students will complete assignments through Google Classroom. In addition, feedback from teachers will be provided on assignments & assessments. All instruction will align with the Alabama Course of Study Standards. Intervention & enrichment will be provided by designated DCS teachers. Edgenuity will be used to provide supplemental work for students to review and practice.
- If interested in enrolling in Remote Learning click [here](#) to enroll.
- The deadline to enroll is **July 31, 2020**.
- If you opt out of Remote Learning, you will automatically be enrolled in Traditional Learning if you have completed & returned the enrollment forms to Highlands Elementary School.

# What will **Blended**

## Instruction look like?

In the event an outbreak occurs within specific classrooms or grade levels or if Gov. Ivey issues an order to stay at home, Highlands' students and teachers will transition from a Traditional approach to full Remote Learning.

If this occurs and the system is able to reopen (after a full shut down), the system may elect to reenter the traditional mode of instruction and will continue to offer the virtual model as parents wish. However, to reenter the school buildings and keep the numbers of students limited to half the student body, we will reopen on an adaptable schedule.

See an example of an adaptable schedule on Page 17 in the [DCS Reopening Plan](#).

# Practicing Prevention

According to the Level of Community Spread (AS DETERMINED BY THE STATE AND LOCAL HEALTH OFFICIALS)

## No/Low Spread

### District/School Considerations:

- Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings.
- Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Clean/disinfect frequently touched surfaces, at least daily and shared objects after each use.
- Allow students and staff to bring hand sanitizer, water bottles and face masks/coverings to use from home.
- Allow staff to wear face masks/covering.
- Take steps to ensure all water systems and features are safe.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff.

## Minimal/Moderate

### District/School Considerations:

- Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings.
- Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Clean/disinfect frequently touched surfaces at least daily and shared objects when possible.
- Provide masks to staff.
- Turn off all water fountains.
- Allow students and staff to bring hand sanitizer, and face masks/coverings to use from home.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff.
- Conduct deep cleaning of schools prior to students/staff returning; schedule additional

## Substantial/High

### District/School Considerations:

- Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols.
- Encourage COVID-19 testing when symptoms occur.
- Report results to appropriate personnel.

# Visitor Restrictions

Under normal circumstances, Highlands Elementary School encourages community involvement; however, for the safety of our students, staff and stakeholders visitors restrictions will be determined based on the level of infection threat as identified by the Department of Public Health. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire and a temperature check once schools reopen. Participation is important to help us take precautionary measures to protect you and everyone in the building.

# Open House Guidelines

- Open House will be non-traditional.
- Prior to August 17th, teachers will be contacting their assigned students to arrange a Zoom Open House meeting.
- If you are planning to send your child(ren) to campus in August, we urge you to complete the annual registration and transportation forms sent home in the spring. If you are new to the Dothan area we urge you to come enroll your child as soon as possible. Collecting this information in a timely manner is relative to the success of our daily schedule and class-size ratio.
- During the Open House meeting the teacher will share expectations and address parent concerns.
- Scheduled times and directions for dropping off classroom supplies will be posted on Instagram & facebook. And discussed during Zoom meetings.
- We urge you to follow us on Instagram @highlands\_elementary or search us on Facebook at “Highlands ELeMentary School Dothan” to get the latest updates.

# Student Screening & Protocols

- For the health, safety and respect of all **student screening should begin at home**. You are encouraged to self-report symptoms of illnesses, which could include fever, new onset of cough, etc.
- When in doubt, err on the side of caution and stay home.
- Self-reporting mechanisms should include calling Highlands Elementary School @ 334-794-1459 and your healthcare provider.
- School staff will visually check for symptoms (which include temperature checks) and/or confirm with families that students are COVID-19 symptom-free. All screening information will be kept confidential.

# Student Suspected with COVID-19

- Student is sent directly to the school nurse.
- Nurse Yeager will isolate the student and provide a mask.
- Parents are notified.
- Student must go home within the hour.\*
- Complete Suspected COVID-19 Case Form.
- Report to local health authority.
- The isolation area & student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the student.

***\*It is the responsibility of the parent to maintain updated contact information, including additional contacts willing to pick your sick child up within the hour of receiving a call from the nurse.***

# Criteria to Return to Highlands

If a student has been diagnosed with COVID-19, the individual may return to school when **ALL** 4 criteria are met\*:

- 1) At least three (3) days (72 hours) have passed since *recovery* (no fever without the use of fever-reducing medications).
- 2) Improvement in respiratory symptoms (cough, shortness of breath, etc.).
- 3) At least 10 days have passed since symptoms *first* occurred.
- 4) Must have a release from a medical provider.

*\*If an individual has symptoms that could be COVID-19 and he/she has not been evaluated by a medical professional or tested for COVID-19, it is assumed that he/she has COVID-19 and may not return to school until the first three criteria listed above have been met.*

# Exceptional Student Services

Upon the reopening of the school district, special education services will resume in accordance with the specialized instruction and accommodations within the students' Individualized Education Plans (IEPs) through a blended academic plan. Parents and students will be offered the option of a completely virtual learning approach that will be supplemented by learning packets (not supplanted) if the parents feel uncertain or anxious about their child returning to the physical school setting. Otherwise, in accordance with the procedures of the District's overall plan for social distancing, sanitizing, and caution, special education services will continue face-to-face. Related services (such as occupational therapy, physical therapy, vision and hearing services, orientation and mobility) may be in the form of telephonic therapies, therapies via online instruction using platforms such as Zoom, Microsoft Teams, or Google Streaming.

# Autism Unit at Highlands

Highlands houses one of the four Autism Units in the district.

- Students who are in the autism units will be offered the same learning approaches outlined in the district reopening plan.
- These classrooms will be equipped with utilization of face masks and gloves (gloves changed between all interactions with students to include feeding, learning activities, transitioning, and toileting/changing), and sanitation procedures each hour (including wiping with disinfectant wipes/spraying down tables and chairs, wiping changing areas between all student interactions, and disinfecting the air).
- Students will be transitioned directly from their mode of transportation to the classroom.
- Breakfasts, lunches and snacks will take place in the classroom.
- Social distancing with six feet between children will take place on days the students are present.
- Students may be scheduled to come on alternating days or times depending on the District attendance plan for reopening schools.
- On days the student is not present, teachers will have pre-recording lessons to be available in Google Classroom or learning activities available to parents.
- Adaptive PE will take place in the classroom or in a separate area outside from all other children and will be led by designated faculty members.
- Sensory Room activities will follow these same sanitation procedures listed for the classroom.

# English Language Learners

Upon the reopening of the school district, ESL services will resume in accordance with the specialized instructions and accommodations that are specified within the students' Individualized English Language Plans (I-ELPs). As part of the district reopening plan, parents and students who are uncertain or anxious about returning to the physical school setting will be offered the option of a completely Remote Learning approach that will include remote ESL services, which will be supplemental (and will not supplant) in their content and approach. (In other words, ESL services will not replace general education instruction. Rather, ESL services will build upon general education instruction and content, focusing on the language development needed to access core content and in line with WIDA ELP standards). Otherwise, in accordance with the procedures of the District's overall plan for social distancing, sanitizing, and caution, ESL services will continue face-to-face. For students opting to participate via remote options, ESL services may be in the form of telephone calls or via online instruction using platforms such as Zoom, Microsoft Teams, or Google Streaming. ESL services may also include online licenses to English Language Development software programs.

# Arrival & Dismissal Procedures

- During arrival, students will enter the south entrance via bus or car lane.
- Student will walk directly to assigned classroom.
- Faculty & staff will be available to direct students to the correct classroom.
- Students must arrive and be seated by 7:30 to participate in Breakfast in the Classroom.
- During morning arrival, students will not sit in common areas or hallways.
- During dismissal students will walk on the blue line, on the right side of the hallways, to their designated areas to wait for pick-up.

# Breakfast & Lunch Procedures

- Breakfast in the Classroom (BIC) will be utilized for all students. Students will pick-up packaged breakfast meals in the hallway and eat meals in the classroom.
- All Kindergarten students will be served lunch in the cafeteria while practicing social distancing and proper sanitation between meal groups.
- Alternate grade levels will be served lunch in the cafeteria not to exceed 25% occupancy in order to fulfill the proper social distancing requirements.
- The remaining students will pick-up meals from the cafeteria and return to the classroom or in a designated outside area.
- Meal pick-up will be scheduled so that students will maintain social distancing in hallways and in cafeteria pick-up lines.
- Visitors will not be allowed to eat breakfast or lunch at school.

# Highlands Extended Day Guidelines

- The Extended-Day program is an after-school program that operates daily Monday through Friday from 2:30 – 5:30 p.m.
- Due to the COVID-19 precautions taken at Highlands, Extended Day will not resume at the beginning of school.
- We urge you to follow us on Instagram @ [highlands\\_elementary](#) to get the latest updates as to when Extended Day Registration will occur.
- Click [here](#) to familiarize yourself with general information concerning Highlands Extended Day.

# Informational Links

PLEASE REFER TO THE LINKS PROVIDED TO GET THE MOST CURRENT INFORMATION AVAILABLE

## DCS & Highlands Links

[DCS Frequently Ask Questions & Answers](#)

[DCS Roadmap to Reopening](#)

[Learning Options Request-DEADLINE July 31st!](#)

[Extended Day~General Guidelines](#)

## State Related Links

[AL COVID-19 Surveillance Dashboard](#)

[Alabama's COVID-19 Risk Indicator Dashboard](#)

## National Links

[Dr. Lamb~Sharable Science Beyond the Blog](#)

[COVID-19 & Children](#)

[Tips to Help Stop the Spread of COVID-19 in children](#)

[Tips to Talking with Children about COVID-19](#)