Plan for Continued In-Person Instruction

Creek View Elementary School
An Alabaster City School

2021-2022

Principal – Mrs. Charissa Cole
Assistant Principal – Mrs. Mandy Wesson

*Creek View Elementary*

8568 Hwy 17
Maylene, Alabama 35114

School Office: (205) 685-6100  School Fax: 685-1811
Lunchroom: 685-6160 (until 2:30pm)
Extended Day Program: 664-0080 (3:00-6:00 pm)

*It’s A Great Day to Be a Warrior!*
Important Dates
August 2021
Online registration for all students.

August 5, 2021
Teachers return to campuses

August 17th - August 31, 2021
Virtual Open House/Warrior Day (Teacher videos posted by August 17)

Aug 17, 2021
Staggered Open House for new students and students in Pre-K, & K.

August 19, 2021
First day of school for students (Virtual and Traditional)

School Personnel Contact Information
- Principal – Charissa Cole charissa.cole@acsboe.org 205-685-6100
- Assistant Principal – Mandy Wesson mandy.wesson@acsboe.org 205-685-6100
- Bookkeeper- Cristy Vice cristy.vice@acsboe.org 205-685-6100
- Registrar – Debby Homrich deborah.homrich@acsboe.org 205-685-6100
- Front Office – Shawn Pate, Mattea Pavlick parent.cves@acsboe.org
- Guidance Counselors –
  - Callie Binzer callie.binzer@acsboe.org 205-685-6182
  - Lauren Clark lauren.clark@acsboe.org 205-685-6180
- Nurse – Alexis Gregory sara.gregory@acsboe.org 205-685-6177
- Lunchroom Manager – Laura Partridge laura.partridge@acsboe.org 205-685-6160
Table of Contents

Important Dates............................................................................................................. 2
CVES Contacts................................................................................................................ 2
Wellness Plan.................................................................................................................. 5
  • Facial Coverings........................................................................................................... 5
  • Student Needs............................................................................................................... 5
  • Home Screening.......................................................................................................... 5
  • Student and Staff Social-Emotional Wellbeing......................................................... 5
  • Alabaster City Schools’ Persons with COVID-19..................................................... 6
  • Isolation Space & Procedures.................................................................................... 6
  • COVID-19 in the Household and Close Contacts.................................................... 7
  • Notification of Exposure............................................................................................. 7
Instruction & Technology.............................................................................................. 8
  • Instructional Delivery Options..................................................................................... 8
  • Traditional Learning................................................................................................... 8
  • Classroom Organization............................................................................................. 9
  • Textbooks.................................................................................................................... 9
  • Remote Learning for Traditional Students............................................................. 9
  • Remote Learning - Alternate Schedule..................................................................... 9
  • Remote Learning - Extended Building Closure...................................................... 10
  • Remote Learning - Extended Student Absence..................................................... 10
  • Formative and State Required Assessments............................................................ 10
  • Students with Exceptional Needs.............................................................................. 10
  • English Learners........................................................................................................ 10
  • Physical Education..................................................................................................... 11
  • Elementary Art, Music and STEAM Classes (PreK-3rd grade)................................. 11
  • Special Area Classrooms (Computer lab)............................................................... 11
  • Library Books............................................................................................................ 11
  • Floor, Wall, SMART or Sharp Interactive Panel Activity........................................... 11
  • Small Groups and Pull-Outs or Push-Ins................................................................. 11
  • Instructional Field Trips............................................................................................. 11
Operations & Facilities.................................................................................................. 12
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhanced Facility Cleaning</td>
<td>12</td>
</tr>
<tr>
<td>Water Fountains</td>
<td>12</td>
</tr>
<tr>
<td>Signage</td>
<td>12</td>
</tr>
<tr>
<td>Transportation</td>
<td>12</td>
</tr>
<tr>
<td>Arrival/Dismissal Procedures</td>
<td>13</td>
</tr>
<tr>
<td>Breakfast</td>
<td>13</td>
</tr>
<tr>
<td>Hallways</td>
<td>13</td>
</tr>
<tr>
<td>Dismissal Procedure</td>
<td>13</td>
</tr>
<tr>
<td>Car Rider Procedures</td>
<td>13</td>
</tr>
<tr>
<td>Bus Rider Procedures</td>
<td>14</td>
</tr>
<tr>
<td>After School Care Program Procedures</td>
<td>14</td>
</tr>
<tr>
<td>Daycare Van Rider Procedures</td>
<td>14</td>
</tr>
<tr>
<td>Changes of Transportation Procedures</td>
<td>14</td>
</tr>
<tr>
<td>Child Nutrition Program Schedules and Procedures</td>
<td>14</td>
</tr>
<tr>
<td>Guests</td>
<td>15</td>
</tr>
<tr>
<td>CVES After School Care Program</td>
<td>15</td>
</tr>
<tr>
<td>Open House/Warrior Day</td>
<td>15</td>
</tr>
<tr>
<td>First Days of School</td>
<td>16</td>
</tr>
<tr>
<td>Medication Drop-off</td>
<td>16</td>
</tr>
<tr>
<td>Attendance</td>
<td>16</td>
</tr>
<tr>
<td>Excuses for Absences</td>
<td>16</td>
</tr>
<tr>
<td>Check-In Procedures</td>
<td>16</td>
</tr>
<tr>
<td>Check-Out Procedures</td>
<td>16</td>
</tr>
</tbody>
</table>
WELLNESS PLAN

Facial Coverings
Under the current CDC order governing transportation conveyances, all students and staff must wear masks on school buses, subject to health, safety, or disability-related exemptions. Inside the school building, the wearing of masks is recommended for all staff, students, and visitors as stated in the ADPH Toolkit. Parents/Guardians are asked to continually educate students on the importance of maintaining a physical distance of at least three feet, when possible, as well as encouraging the correct use of facial coverings/masks both in and out of the school setting. Under current guidance, wearing a mask/facial covering correctly is one factor that may significantly lessen the possibility of an individual having to miss school or work in the event of exposure to COVID-19.

Student Needs
● CVES will provide a supply list for students.
● CVES Parents/Guardians should provide their students with facial coverings if desired.
● CVES strongly recommends students to have their own personal water bottle, labeled with their name.

Home Screening
Home is the first, and most important, point on the screening continuum.
● Parents/Guardians should screen and monitor their children for any signs of illness including fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; and diarrhea, and keep their child home if they have any symptoms of illness.
● Parents/Guardians should take the student’s temperature before leaving for school. Students with a temperature of 100.4 or above should not attend school and are advised to consult their medical professional.

Student and Staff Social and Emotional Wellbeing
● Alabaster City Schools is committed to educating the whole child. Alabaster City Schools has comprehensive student support systems including school social workers, school-based mental health, and community resources. If parents/guardians feel their student needs additional support, please contact our school counselors or email mental.health@acsboe.org.
All staff will be trained on Youth Mental Health First Aid prior to the start of the school year.

Students will check in to the Rhythm app (as appropriate) to meet their social-emotional learning needs and will be connected to trained counselors if additional support is needed.

Referrals to tiered interventions will be implemented to support students including large group guidance, small group counseling, the Peer Helper Program, social work interns, and school-based mental health services. The 2018 SRSS-IE screener may be used to help target inventions as needed.

ACS has a crisis response team to focus on student and staff mental health and wellness. The district mental health liaison can be emailed at mental.health@acsboe.org with concerns or for resources.

ACS staff have access to the Employee Assistance Program.

Alabaster City Schools’ Persons with COVID-19

All persons (employees, students) who are diagnosed with COVID-19 should immediately notify their school nurse and complete the online ACS COVID-19 Self Reporting Form: https://www.acsboe.org/COVIDSelfReport.

Please check the Alabama Department of Public Health’s website for the Isolation and Quarantine Timeframes for COVID-19 chart and follow their guidance. The chart and information can be found at https://www.alabamapublichealth.gov/covid19/assets/cov-timeframes-isolation-quarantine.pdf.

This guidance is subject to change pending future binding health orders or proclamations.

Isolation Space & Procedures

CVES students who exhibit symptoms of illness will be sent to the nurse immediately. Symptomatic students will be placed in an isolation area with supervision.

1. The CVES nurse’s office will have an isolation space that will separate students with symptoms from other students and/or staff that may enter the nurse’s office.
2. If more than two students should exhibit COVID-19 symptoms at the same time, the nurse will use room 315 or the parenting room as additional isolation areas. Other staff members will be asked to assist with supervision of those students.

Parents/Guardians will be contacted immediately to pick up their child. Every effort should be made to pick up a child within the hour.
COVID-19 in the Household and Close Contacts

- Before returning, individuals must meet the applicable ADPH guidelines for returning to work or school. Refer to the ADPH toolkit here.
- Students and employees who exhibit symptoms or test positive must follow the recommendations of their medical provider and ADPH before returning to campus. If a student is on home quarantine/isolation, they will be immediately placed on remote learning to avoid loss of instructional time.

Notification of Exposure

- Notification of COVID-19 exposure will not be possible in all instances due to many circumstances, and, where notice is provided, the information that is shared may be general in nature and of limited utility.
- If ACS is notified of a positive test of COVID-19, ACS will, where ACS believes it to be both practicable and appropriate, provide notice.
- In light of the limitations inherent with providing notice, ACS strongly encourages students, parents/guardians, and employees to continuously and regularly self-monitor for symptoms of COVID-19 at home, regardless of the learning option that is selected.
- All contact tracing is the responsibility of the Alabama Department of Public Health.
**CVES INSTRUCTION & TECHNOLOGY PLAN**

**Instructional Delivery**
Alabaster City Schools defines traditional and virtual frameworks as follows:

**Traditional Learning**
Students physically attend classes in a traditional, on-campus setting. Instruction is in-person with the student’s teacher(s) each day. Instruction will include paper and digital resources. Traditional learning may transition to remote learning should adverse health conditions warrant. Students may transition between traditional and virtual settings at the end of the semester.

**Remote Learning** (In the event of quarantining/isolation, long term absences, or school closure only)
Traditional students will receive instruction from their teacher(s) at home. This will include paper and digital learning for grades K-2. Grades 3-12 will receive instruction digitally via Google Classroom and Google Meet. *Note: There will be no on-campus remote learning*

- Remote learning will be used in the event of extended building closure.
- Remote learning will be used in the event of student quarantine or long-term absence.
- Remote learning will be used in the event that ACS has to implement alternate schedules.

**Virtual Learning** (Grades 6-12)
Students who apply and are accepted into Alabaster City Schools’ Champions Virtual Academy will enroll for virtual, at-home instruction. All learning will be digital via an online platform such as Edgenuity. Internet access at home is required. Students must use a personally owned compatible computer/device or an ACS-provided Chromebook computer. Students may transition between virtual and traditional settings at the end of the semester.

**Traditional Learning**
- CVES students will physically attend school daily and receive face-to-face instruction from their teacher(s).
  - Regular cleaning of classrooms and supplies will take place.
- CVES teachers will incorporate digital and virtual tools into each lesson or unit to ensure students are familiar with these tools in case the district must move to remote learning.
**Classroom Organization**

To the greatest degree possible:

- Student desks at CVES will be spaced to allow for distancing.
- Tables at CVES will have limited seating to accommodate distancing.
- Tables and desks at CVES will all be facing one direction to avoid face-to-face interaction.

**Classroom Textbooks:**

Normal classroom operations.

**Remote Learning for Traditional Students (in the event of quarantine/isolation, long term absences, or school closure only)**

- Health guidelines may require traditional learning students to transition to remote learning for a temporary period of time. This is not to be confused with virtual learning, which is a separate program for grades 6-12.
- Remote learning for traditional students may include:
  - Alternate schedule - attending school two days a week with remote learning three days a week.
  - Extended building closure - full remote learning for all students and staff.
  - Quarantine/Extended absences - full remote learning for impacted students.
- Regular school hours will be maintained by students and staff.
- Teachers will continue standards-based, quality instruction for their students through Google Classroom and Google Meet. Lessons will be a continuance of traditional instructional and will be planned with the same rigor as all other lessons.
- Grades will be earned for assignments and entered into PowerSchool.

**Remote Learning - Alternate Schedule (if deemed necessary)**

Per health conditions, Alabaster City Schools may determine that traditional students need to participate in an A/B schedule with remote learning for a set period of time to help reduce the spread of COVID-19 or other illnesses.

- Students designated “A” students would attend a regular school day on Monday/Tuesday, receive remote instruction on Thursday/Friday, and participate in remote learning on Wednesday. All remote instruction will be led by the students’ classroom teacher(s) via Google Classroom.
- Students designated “B” students would attend a regular school day on Thursday/Friday, receive remote instruction on Monday/Tuesday, and participate in remote learning on Wednesday. All remote instruction will be led by the students’ classroom teacher(s) via Google Classroom.
- All students residing at the same address would be assigned the same schedule in order to assist families.
Remote Learning - Extended Building Closure (if deemed necessary)
In the event of an extended building closure, students will participate in Google Meets every week for each class. The dates and times will be posted in Google Classroom on Monday by 8:00 AM. The meeting will aid students with mastering standards via direct instruction and answering student questions. Additional small groups and intervention can be scheduled as necessary.

Remote Learning - Extended Student Absence
Students at home due to quarantine or extended absences will immediately enter remote learning to avoid loss of instruction.

Formative and State Required Assessments
● All students will participate in district and state-mandated assessments.
● All students will follow the Alabama State Department Student Assessment Calendar.

Students with Exceptional Needs
● At the core of what ACS aims to deliver to all of our special populations is individualized programming based on each student’s unique needs and circumstances. While IDEA and Section 504 program eligibility, development, and implementation will continue through standard practices and meetings, the following points are particular points that bear emphasis looking forward.
● Students with special health considerations should be in communication with their local school’s educational support committee. The committee will aid students with their learning assignments and determine what modifications or accommodations are needed for participation in their chosen school program.
● ACS will consider students’ specific needs around accessibility and provide assistive technology if needed for students to be able to fully participate in their chosen school program. Referral-Eligibility meetings, IEP meetings, Section 504 meetings, and Transition meetings may be held in-person or virtually (by parent/guardian choice) with parents/guardians and all the team members.
● In accordance with the Alabama Literacy Act, students with specific disabilities in reading or with reading deficits will receive an intervention and/or accommodation plan that will support reading deficits being addressed in the student’s IEP, and parents/guardians will be notified within 15 days of the student’s identification.

English Learners
● I-ELP plans will be written according to ACCESS for ELLs with 2.0 scores. English as a Second Language (ESL) teachers will adhere to federal and state guidelines for screening and completion of I-ELP plans.
● ESL teachers and general classroom teachers will collaborate continuously to share results from classroom screeners and diagnostic assessments to determine revisions and accommodations to the student I-ELP plan.
● At the beginning of the year, parent/guardian meetings will be offered in person and virtually (by parent/guardian choice).
Physical Education

We have additional staff to help with social distancing.

Elementary Art, Music, and Guidance Classes (Pre-K-3rd grade)

_____ Normal Operations.

Special Area Classrooms (Computer lab & STEAM lab)

- Normal operations
- Keyboards and mice will be wiped with a soft cloth that has been sprayed with alcohol/water solution.

Library Books

_____ Normal library operations when possible.

Floor, Wall, SMART or Sharp Interactive Panel Activity and Devices

- Normal operations.
- Carpets will be sprayed with disinfectant on a regular basis.

Small Groups and Pull-Outs or Push-ins

- Students may participate in small group instruction. Pull-out instruction for interventions will occur.

Instructional Field Trips

- Additional information will be forthcoming.
Enhanced Facility Cleaning

- The CVES campus will undergo enhanced cleaning operations on a daily basis.
- Frequently touched surfaces at CVES including lights, doors, benches, bathrooms, and water fountains will undergo multiple cleanings throughout the day.
- Signage will be placed in multiple areas at CVES for reminders regarding frequent hand washing, cough and sneeze etiquette, and proper use of tissues.
- All CVES staff will be trained on universal precautions, cross-contamination, and maintaining a healthy classroom.
- Students may fill and use personal water bottles.
- Hand soap or hand sanitizer, tissue, and waste baskets will be in every room at CVES that holds students.
- Hand soap or hand sanitizer will be made available on each hall at CVES.
- CVES classrooms that have a confirmed COVID-19 diagnosis will not be utilized until the room is cleaned and sanitized by custodial staff with a T360 disinfectant machine.
- All CVES restrooms will be stocked regularly with soap and paper towels.
- Air filters at CVES will be changed regularly.

Water Fountains

- Students are encouraged to bring their own water bottles that can be refilled. CVES parents/guardians should label water bottles with their child’s name.
- Cup dispensers will be placed near all water fountains for students to use. Drinking from water fountains will be prohibited.

Signage

- Signage will be placed throughout CVES about frequent hand washing, cough and sneeze etiquette, and proper use of tissues.

Transportation:

- **Due to current CDC order regarding transportation, all students and staff must wear masks on school buses. Learn more [here](#).**
- Bus transportation may be temporarily suspended, modified, or adjusted due to community spread and/or staffing concerns.
- All CVES buses will be cleaned and sanitized before each route.
• CVES drivers will focus on cleaning handrails and high touch point areas before each route.
• In the event of a positive COVID-19 test, CVES buses will be cleaned with T360 disinfectant machines.
• Students are encouraged to physically distance at bus stops to minimize the congregation of people from different households.
• ACS will provide bus drivers with personal protective equipment (PPE).
• CVES bus drivers will assign seats. Students should be in the same seats every day.
• CVES bus drivers will open roof hatches or windows (when weather permits) to keep fresh air circulating. It is acceptable to utilize A/C on buses, but attempt to have fresh air circulating as well.

Arrival and Dismissal Procedures.

• Arrival To School Procedures: CVES doors will open at 7:00 am. As students arrive at school they will go to the cafeteria for breakfast or their grade level pods.
• Breakfast- Students going to breakfast will go to the cafeteria as they enter the building from buses or car riders. Students will eat breakfast in the cafeteria and will sit by grade level groups while maintaining distancing.
• Hallways- Students who do not eat breakfast will go to their grade level assigned area while maintaining distancing. Personnel will be on duty to supervise students.

Dismissal Procedures:

○ Students at CVES are dismissed in three ways: bus, car riders, and after school care/daycare vans.
○ Students will be called to dismiss over the intercom.
○ Students will be dismissed from homeroom classrooms, with the exception of car riders.

• Car Riders
  ○ Pre-K students will be dismissed at 2:30 utilizing the exit doors on the blue hall.
  ○ Car riders will dismiss to the following locations: foyer, library, and gym-based on grade levels.
  ○ All car riders will dismiss starting at 2:45

**Car riders will dismiss in two lanes.**

  • Kindergarten car riders will be dismissed to the front foyer.
  • 1st grade car riders will be dismissed to the front foyer.
  • 2nd grade car riders will be dismissed to the library
  • 3rd grade car riders will be dismissed to the gym.
• **Bus Riders**
  - Until further notice, all students and staff must wear masks while riding the bus.
  - Beginning at 2:50 students riding first load buses will be dismissed based upon specific bus numbers.
  - Beginning at 2:55 students riding second load buses will be dismissed based upon specific bus numbers.
  - Beginning at 3:05 students riding third load buses will be dismissed based upon specific bus numbers.

• **After School Care Program Procedures**
  - Beginning at 3:15 students attending after school care will be dismissed to the cafeteria.

• **Daycare Van Rider Procedures**
  - Beginning at 3:15 students riding daycare vans will be dismissed to bus doors based upon specific daycare vans.

***All times are subject to change based on traffic patterns or extenuating circumstances.***

**Changes of Transportation Procedures:**
• If a student must temporarily change their mode of transportation home, CVES parents/guardians must send a note with their child to school or email parent.cyes@acsboe.org **before 1:00 pm** for verification. Parents will call the front office at 205-685-6100 in the event an email receipt is not received.
• All electronic communication in regards to changes of transportation must be made to the office at the above email address and not the classroom teachers.

**Child Nutrition Program**
• All Alabaster City Schools students will receive breakfast and lunch at no charge for the upcoming school year 2021-2022. Families still need to fill out the free and reduced online application for federal funding for our schools also for discounts on programs and eligibility for programs like P-EBT to receive more help.
• CVES will reduce occupancy in our cafeteria by:
  - Spaced seating (utilizing outdoor space as practicable and appropriate)
  - Rotating schedules for eating in the cafeteria and classrooms.
• CVES will continue standard operating procedures while taking additional preventative measures, such as:
  - Washing hands before and after meal service for students and staff.
  - Providing hand soap and/or hand sanitizer for students and staff when entering a serving area.
○ Cleaning of cafeterias and high-touch surfaces throughout the school day.
○ Using disposable plates, utensils, etc.
○ CNP staff will be encouraged to wear face coverings and gloves at all times when in contact with students and school staff per health department regulations.
○ Until further notice, there will be no breakfast or lunch visitors.
○ Students who bring meals from home will need to pack items that do not require heating or reheating.
○ All food items and beverages should be sent with the student.
○ Snacks and food items are limited to each child. No items may be brought from home for a class or group of students.
○ Staff and students are strongly encouraged to make prepayments through MySchoolBucks (https://www.myschoolbucks.com) to limit contact with cash transactions. If cash payments are made, change will not be given. The excess funds will be placed in the student’s account.
○ If a parent/guardian needs to apply for free or reduced lunch, please complete the online form. https://www.myschoolapps.com/

Guests

Visitors /Parents will be allowed in the main office for check-in/checkout.

CVES After School Care Program

- The after-school care program will run as normal.
- If school buildings are closed, the afterschool program will close.
- In addition, the program may close depending on the severity of COVID-19 spread.

Open House/Warrior Day

- Open house/Warrior Day will be held virtually. Each teacher will post a short video on their teacher page by August 17, 2021. The video will remain online for the month of August. The video will include all information traditionally given at open house and include a view of the classroom.
- Staggered, modified open house will be offered for students new to the system or new to the school (Pre-K, and K). New students should contact the office to schedule a tour with CVES counselors, Callie Binzer (callie.binzer@acsboe.org), or Lauren Clark (lauren.clark@acsboe.org).
- Pre-K and Kindergarten meet the teacher/open house will be August 17th. Parents will be notified of specific times.
First Days of School

- Traditional and virtual students will begin on August 19th, 2021.
- CVES parents/guardians and guests may not enter the building on the first day, August 19.
- Please refer to our arrival and dismissal procedures. These procedures will be communicated to students and parents/guardians by administrators.

Medication Drop off

- For students who require medication at school, the following dates are designated for medication drop off for parents:
  - August 16 1:00 - 4:00pm and 6:00pm for 1st grade parent night.
  - August 17 8:00 - 12:00 pm and 1:00 - 3:00pm
  - Alexis Gregory, CVES nurse, will be available to discuss student needs and collect medication and required forms.

Attendance

- School attendance is very important for the highest level of student success.
- Attendance and tardies will be monitored and enforced per the Code of Conduct.
- If a student tests positive for COVID-19 or isolates due to COVID-19, the student will move to remote learning to avoid loss of instruction.
- Incentives for attendance including awards, etc., will be suspended this year.

Excuses for Absences

- CVES students who are ill should not attend school.
- Parents/guardians can email or fax written excuses for absences or send excuses to school with the student. Email is the most efficient way to ensure notes are received.
- CVES parents/guardians can email the school excuses for absences to the following email address: parent.cves@acsboe.org

Check-In Procedures

- CVES parents/guardians should accompany students to the buzzer/camera system at the entrance to check-in students. Parents will be allowed in the main office to check in students. CVES parents/guardians should email the school registrar at parent.cves@acsboe.org with check-in reason to obtain an excused check-in.

Check-Out Procedures

- CVES parents/guardians should use the buzzer/camera system to check out the student. Parents/Guardians should be prepared to show identification at the camera. Parents will be allowed in the main office to check out students. CVES parents/guardians should email the school registrar at parent.cves@acsboe.org with a check-out reason to obtain an excused check-out.