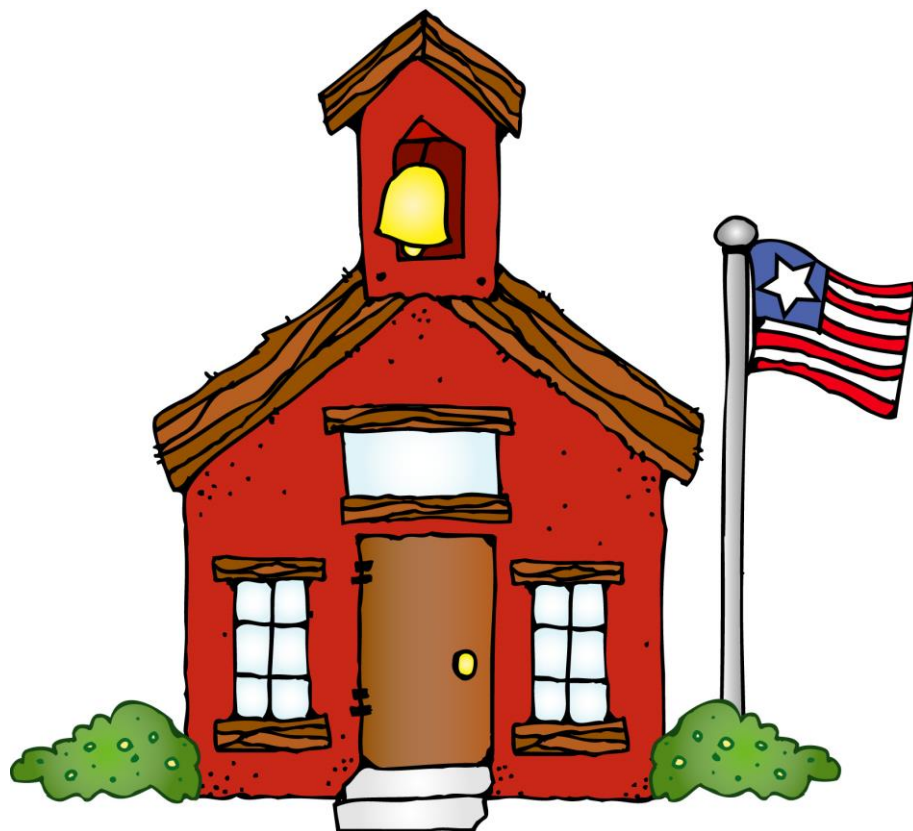


REHOBETH ELEMENTARY SCHOOL HANDBOOK



2020-2021

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High Expectations = Improved Results

A family plans a route of which roads to take going to a new place on vacation.
Help your child plan the roads to academic success this year.

2020-2021 RES Goals

- Provide a safe, clean and positive school environment for all stakeholders
- Provide a culture of support and community for our students, families and staff at RES
 - Provide the opportunity for every student to become a proficient reader.
- Provide the opportunity for all students to become proficient in in foundational math skills
 - Provide enhanced learning opportunities through technology.
- Offer real life experiences in the classroom, field trips, special activities and clubs/organizations
- Provide a positive learning environment where students develop strong academic skills while interacting with classmates and teachers allowing for learning and positive relationships to thrive throughout the school.

✓ For Your Child's Safety

No Exceptions!

- ✓ Parking in front of the RES office building is from 8:00 am until 2:00 pm
- ✓ Adults checking out a student must have identification and be on the pick-up list.
- ✓ All visitors must check in with the office. There will be no visitors in the classroom buildings this school year.
- ✓ The parking lot at the North end of Building F across from the city park is not a pick-up area.
Cars found to be parked in that area to avoid the carline may be banned from the campus.

❖ Friendly Reminders

- ❖ Parents if you have a concern related to the classroom first communicate directly with the teacher. If the matter is not settled satisfactory then contact a school administrator.
- ❖ It's very important that Students be on time and have regular attendance at School. The school administration is required to contact the District Attorney's Office if a student has continued tardiness or absenteeism.
- ❖ Please place the RES provided hang tag in the front windshield with your child's name and grade. This provides a level of security and helps speed up the loading of the students.

Calendar 2020-2021

(165 Days)

September 3, 2020 – November 3, 2020 (41 days)	1 st 9-Weeks
November 4, 2020 – January 21, 2021 (41 days)	2 nd 9-Weeks & End of 1 st Semester
January 22, 2021 – March 22, 2021 (41 days)	3 rd 9-Weeks
March 23, 2021 – May 26, 2021 (42 days)	4 th 9-Weeks & End of 2 nd Semester

None Attendance Days/Holidays

September 7, 2020	Labor Day
November 11, 2020	Veterans Day
November 25-27, 2020	Thanksgiving Holidays
December 21, 2020-January 1, 2021	Christmas Holidays
January 4, 2021	Teacher Professional Development Day
January 18, 2021	Martin Luther King, Jr Holiday
February 15, 2021	Presidents Day
March 29 – April 2, 2021	Spring Break
May 27-28, 2021	Teacher Professional Development Days



Rehobeth Elementary School

5525 County Road 203 • Rehobeth AL 36301
Phone: (334) 677-3838 • Fax: (334) 677-5947

Mr. Greg Yance
Principal

Mrs. Dusty McKinley
Assistant Principal

Mrs. Jami Whillock
Assistant Principal

Principal's Message

Dear Parents and Students:

Let me welcome you to another school year. The Covid 19 virus has presented many challenges in our planning. We feel that we have a good plan to keep students, teachers, and support staff in a healthy learning environment. The key will be that we all follow the procedures and guidelines. Together we can make it a good school year.

I hope you have already our opening plan. Please also read our Rehobeth Elementary School (RES) Handbook. The handbook contains useful information that should answer many of your questions. Announcement and updates will be posted on our RES Facebook Page. We also use Schoolcast phone calls to provide reminders and important information in a timely manner.

We encourage our parents and guardians to be involved in your student's schoolwork. Checking homework and assisting in preparing for tests will be very beneficial to your student. Being on time and having regular attendance will help your child with their academics.

Please give the office a call if you have questions.

Sincerely,

Greg Yance

Principal

Vision Statement

Houston County Schools, in partnership with our stakeholders, will prepare students to lead productive lives and meet the high expectations of a competitive global society. In this pursuit we will strive to become innovative, exemplary, and technology-rich centers for learning. We will inspire, challenge, and empower students to become responsible citizens and lifelong learners who are excited by the challenges of tomorrow.

By implementing high quality, researched-based educational strategies in a safe, secure, and nurturing environment, we will insure the success of our students to compete in the twenty-first century. While sharing this vision, we will shape the future through perseverance, dedication and teamwork.

Motto

Sharing the vision; Shaping the future.

Houston County Board of Education Superintendent and Board Members

David Sewell
Superintendent of Education

Mr. Marty Collins

Mr. Gary Cox

Mr. David Hollinger

Mr. Chris Lasseter

Mr. Rickey Moore

Mr. Scott Thomas

Mr. Vince Wade

404 West Washington Street
P.O. Drawer 1688
Dothan, Alabama 36302
334-792-8331 Phone

**Rehobeth Elementary Faculty & Staff
2020-2021**

Principal

Greg Yance

Counselors

Shanel Stewart (Grades K-2)

Lydia Walker (Grades 3-5)

Secretary/Bookkeeper

Janue Williams

Psychometrist

Susan Brown

Instructional Coach

Lisa Coleman

Kindergarten

Karla Gullede

Jessica Hicks

Shay Johnson

Jenna Malloy

Brittany Nolin

Breanna Odom

Debra Robison

Nikki Swann

Elizabeth Wade

Melissa Yelverton

Assistant Principals

Dusty McKinley(Grades K-2)

Jami Whillock (Grades 3- 5)

Office Personnel

TBD

Librarian

Elizabeth Terry

Nurse

Kim Jackson

Teaching Assistants

Tammy Carlson

Kaylin Grant

First Grade

Alyssa Dean

Tracy Gantt

Andrea Holloman

Michelle Lee

Stacey Parker

Missy Shelley

Heather Stupka

Second Grade

Tina Allen
Jessica Barnes
Jessica Davis
Paige Hardy
Brittany Layton
Jennifer Perdue
Anna Short
Samantha Willis
TBD

Third Grade

Pamela Bishop
Rachel Dunning
Kristin Freeman
Shawndrea Lindsey
Erin Merrill
Margaret Wyatt
Emily Turvin

Fourth Grade

Nikki Anderson
Sandy Arroyo
Julie Bump
Linda Crabtree
Lynn Finn
Casey Johnson
Jessica Taylor

Fifth Grade

Heather Alberson
Denise Clark
Jacquelyn Metcalf
Rhonda Outlaw
Brittany Sanders
Jamie Dean
Melanie Tolbert
Misti Torres

Physical Education

Tyler Hill
Lori Deal
Parker Moman

Exceptional Student Services

Jerri Carpenter
Kerri Shiver
TBD- Headstart/Preschool/K
Melea Cleveland- Speech
Jennifer Deloney- Speech
Brandy Waters - Speech
Kim Jones
Morgan Moore
Debbie Parrish-Gifted (TAG)
Kelley Thierfelder-Lifeskills

Music

Holly Seales

Custodians

Joe Arnold
George Derenne

English Language Learner Instructor

Reyna Starling

Computer Lab

Tammy Browning

Lunchroom Personnel

Heather Chapman – Manager
Brandie Gaylor -Assistant Manager
Ann Dawsey
Vy DeRenne
Priscilla Dor
Kayla Fortson
Randy Hughes
Angela Henderson
Pamela Trawick

Bus Drivers' Supervisor

David Tice

Bus Drivers

Jason Proctor

Karen Strickland

Mike Tatum

Michelle Clark

Jamie Holderfield

Tammy Devane

Glenda Bronson

Brian Smith

Janet Kennedy

Mike Pickels

Angie Granger

Tim Peckham

Wendy Wells

Tamara Smith

Margie Peters

Mark Brackin

Bobby Stone

Lisa Daniels

Linda Phillips

Glen Pitchford

Tim Walden

Renee McCord

Olivia Watford

Greg Vinson

Bobby Clemmons

Bill Wilcox

Debra Dekle

Bus Aides

Janet Casey

Penny Wells

Vannise Gillilan

Telephone Directory

Main Office (334) 677-3838

Fax (Main Office) (334) 677-5947

Lunchroom (334) 677-3811

School Hours

7:30 AM Students Enter
7:45 AM Students Tardy
2:55 PM School Day Ends

*Student drop off begins at 7:15 a.m. Students are not allowed on campus before this due to the fact that there is no supervision for them until 7:15.

The lunchroom will NOT be open for early drop off. NO EXCEPTIONS.

Rehobeth Elementary and Houston County Schools Web Addresses

- <https://www.hcboe.us/Domain/13>
- <https://www.hcboe.us/>

Grading System

A - (90-100)	D - (60-69)
B - (80-89)	F - (Below 60)
C - (70-79)	I - (Incomplete)
S - (Satisfactory)	U - (Unsatisfactory)
N - (Needs Improvement)	

Honor Roll

A student must have all A's to be on the A honor roll for a nine week period. A student must have at least one A and the remainder B's to be on the A/B honor roll for a nine week period. Physical Education and Music will not count toward honor roll in grades 1-5.

To receive special recognition at the Honor's Day Program, the following must apply:

1. "A" Honor Roll: This student must receive all A's each nine weeks in every core subject.
2. "A/B" Honor Roll: This student must receive at least one A in a core subject and the rest B's each nine weeks in every core subject.

Student Withdrawal

If you are moving and are withdrawing your child from school, please send a note to the school with your new address and the name of the new school your child will attend a couple of days prior to the withdrawal date. This will give ample time to complete all necessary paperwork so that you will not have to wait. Your cooperation is always greatly appreciated.

Textbooks/Library Books

The State of Alabama, along with the Houston County Board of Education, furnishes all textbooks to students. All lost books must be paid for in full, while damaged books will be assessed according to amount of damage and the age of the book. If payment is not received within 30 days after notification, students will not be entitled to future use of textbooks until remittance is made.

Library books are checked out and are the responsibility of the students. Another book may not be checked out until one has been returned. A lost or damaged book from the Media Center must be paid for in full.

Lost and Found

Articles found in and around the school should be turned in to the office. Students/parents may check the lost and found area in the main office for lost articles. Each year we have a hard time identifying lost items. **We are asking parents to label outer clothing and lunch boxes with your child's name so lost items can be returned to your child.** All items will be discarded at the end of the school year.

Lunchroom Information

All students will receive a PIN number at the beginning of each school year. The lunchroom computer system then develops an account for each student. This means money is deposited into the account and then taken out as the student purchases food. The computerized system does not allow students to share PIN numbers.

Students are asked to pay for their lunch, breakfast, milk, and juice on Monday of each week. Students are asked to please bring the correct change. Parents may write a check for lunch, breakfast, and milk money combined. Parents please send lunch money in a sealed envelope with the child's name, teacher's name, and the correct amount of money clearly marked on the envelope. The cost of lunch is \$2.50 for full price, which is \$12.50 for a full week, and \$0.40 for reduced price, which is \$2.00 for a full week. Breakfast is \$1.25 for full price, and \$0.30 for reduced price. Parents may also go the <https://paypams.com/> and add money to their child's account through PayPams.

If a student becomes ill and has to leave school, his/her paid lunch will be credited to another day. **Students are not allowed to charge meals or other items.**

Meals from **fast food** establishments and **can sodas** are not allowed in the lunchroom. Students are expected to clean up their area after eating.

Dress Code

Students are expected to choose their clothes in good taste, wearing only those clothes that are appropriate for an educational environment. Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress that is disruptive **will not** be permitted. Shorts, skirts, and dresses must be **no more than 4 inches above the knees**. Any clothing with suggestive or derogatory pictures/phrases may not be worn. **Tops, blouses, shirts, and dresses must be at least 2 inches in width at the shoulder**. All items of clothing will be monitored by teachers with questions of whether permissible or not answered by the administration. Discipline will include: 1) Warning/Call parents. 2) Call parents/Change inappropriate clothing; 3) In-School-Suspension

Attendance

Students are expected to be in school every day and parents are required under Alabama Code Act 94-782 to have their children in school unless an emergency condition, sickness or death in the family prevents their attendance. All absences will be marked unexcused until your child brings in a written excuse. You will have **three (3) days** to send an excuse. Students will be allowed to make up work if the absence is excused. This work must be made up within five (5) school days. Saturday school may be assigned for students having more than **5 excused parent/written notes for absences per semester** unless further documentation is provided. Please refer to page 5 of the Student Code of Conduct for examples of additional documentation.

Truancy Procedures

3rd Unexcused Absence – Notify guardian (phone call or letter)

4th Unexcused Absence – Phone conference with guardian

5th Unexcused Absence – Student referred to the Houston
County Truancy Prevention Project

6th Unexcused Absence – Refer to Early Warning Court

7th Unexcused Absence – Refer to District Attorney

*Unexcused absences accumulate by the year not per semester.

Tardiness

A student is considered tardy when he/she is not in the room when the tardy bell rings at 7:45 AM. Tardiness to school will result in the loss of perfect attendance and will be subject to disciplinary action as written in the Code of Conduct.

Excessive tardiness to school will be considered as truancy from school and will consequently result in the student being referred to **In-School-Suspension or Saturday School**.

Check Out/Transportation Change

A request to leave early will result in loss of perfect attendance. When possible, medical and dental appointments should be made outside of school hours. This will ensure that all students are present during instructional time.

A child will be released only to the parents/guardians with proper identification; unless the parents/guardians have notified the school in writing that they have granted permission for someone else to pick up their child. The authorized person must come to the office and present identification when signing out the child.

Please **do not call** the office **after 1:00 PM** to change the way your child is going home. We **cannot** ensure that the message will be delivered. All changes of transportation must be handled through the main office prior to 1:00 P.M. Please call (334) 677-3838.

Parking in Front of the Main Office

No private vehicles should park in the elementary parking lot in front of the office after **2:00 p.m.** Students are boarding buses and we have to adhere to state bus safety policies.

Car Riders

Car riders are to be picked up at 2:55 PM each day. K-5 students that are not picked up before 3:05 PM in the pickup areas will have to be picked up in the front office. All students must be picked up before 3:20 PM each day.

The pickup and drop off areas designated for all K-5th grade students are located near the lunchroom (South) and playground (North). Please make sure you only use these areas. Elementary students **are not allowed** to go to town hall or across County Road 203 for pick-up.

Parents are not allowed to meet students under front awning, students **MUST** be picked up in carline.

Teachers are on duty in the mornings and afternoons. Students are to obey these teachers at all times and report to them any incidents that might occur in the mornings or afternoons.

NORTH and SOUTH CAR LINE PROCEDURES FOR RES

What can you do to ensure the safety of our students?

1. Have your child's name displayed on the provided hanger. Due to safety concerns and to ensure that parents/legal guardians/approved individuals are picking up students, no student will be placed in a car unless the RES hanger is displayed. If the hanger is not displayed, then the driver will have to report to the front office to pick up the student. Hangers will be provided by RES at open house or at the front desk during the school year. A donation of \$1 would be greatly appreciated. Even if the staff at car lines know you and your child, if no hanger is in your car, you will have to go to the office.
2. Make sure your child's teacher and your child knows which car line he/she is to use (North-near the playground or South-near the lunchroom).
3. Follow the painted lines for each car line.
4. Pull all the way forward to the bold yellow lines at both car lines.
5. No parking will be permitted between the field house and the lunchroom.
6. Do not motion for your child to walk to your car. One of our staff will walk with your child to your car.
7. Stay in your car. We will walk your child to you.
8. The weather will be hot and the lines long at the beginning of the school year. Please use patience and know that we are doing our very best to protect your child as well as the other students.

Visitors

We are very proud that we keep a safe environment for our students, faculty, staff, and community. We will NOT be allowing visitors on campus this school year. To come on campus to check out a student you must wear a mask and have a valid photo ID. **THIS IS MANDATORY!**

Severe Weather/School Closing

On days when school is dismissed early because of bad weather, your child should know where to go when school is dismissed. Please discuss and plan with your child what he/she should do, where he/she will go, and how he/she will get there. Students feel better if they know in advance what to do. Buses will run their normal bus routes and take students home as usual. If it is necessary in severe weather to delay the opening of school or the closing of school, an announcement will be made on local television, radio stations, and phone calls through SchoolCast.

North Car Pool Severe Weather Pick-Up

If it is determined that the weather is unsuitable for students to wait for their ride at the North carpool line, all carpool students will be housed in the cafeteria and may be picked up at the South carpool line. We hope this severe weather carpool dismissal will not be necessary. Our initial efforts will be to delay dismissal to allow the severe weather to subside and allow regular dismissal procedures. However, when necessary,

in an effort to keep our students safe we will implement this procedure. The back gate will be locked signaling that only South carpool line will be utilized. Please display a paper plate with the name of your children on the passenger side.

Please be advised that checking your child out at the office during regular dismissal time to avoid the carpool line is strongly discouraged due to students boarding buses and adherence to state bus safety policies.

Communication

In order to meet the needs of our students it is essential that the home and the school make every effort to communicate openly and frequently. **Please keep us informed by completing a change of information form in the front office with any changes in address, phone numbers, work numbers, and the numbers of relatives or friends to call in case of an emergency.**

Conferences with Teachers/Principals

You are urged to call the school office, write the teacher a note, or e-mail the teacher to arrange a conference. Conference will be facilitate through emails and phone calls only this school year. **NO** face-to-face conference will be held. If problems exist, please contact your child's teacher **BEFORE** you contact the principal or assistant principal.

Homework

Homework is a required teacher planned learning activity. Students must complete homework every night because it reinforces classroom learning. Homework will not exceed one hour per night. Parents are encouraged to help their children but not do the work for them.

Campus

It is the responsibility of everyone (students and teachers) to keep the school grounds and buildings in good condition. Please do not throw juice or milk cartons, food, paper, and other objects on the campus. Please take pride in your school campus.

Field Trips

NO field trips will occur first semester this school year. Second semester field trips will be discussed at a later date. If they are feasible: Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign permission forms. Sometimes money may be requested from each student to help with transportation and/or facility use costs only. Only **Parents/Guardians** may choose to pick-up their child from the field trip facility rather than the child returning to school by bus. They must sign a required form.

Physical Education

Physical Education is required by law. Students must participate unless he/she has a doctor's excuse or an occasional written note from their parents asking that he/she be excused for the day.

Holiday Gifts

Students are **not** allowed to receive gifts from outside the school such as balloons, flowers, cakes, and cookies on Valentine's Day. These items will be returned.

School Parties

School parties will be restricted to three parties per year. Parties must be for the entire class and not for honoring a special individual. No birthday parties for students will be held at school. In accordance with both Rehobeth Elementary and the Houston County Board of Education's Wellness Plans, healthy food options should be made available to students. **No outside food** will be allowed to be brought into classrooms for parties or celebrations this school year.

Medication

If it becomes necessary for a student to take any form of medication at school, a paper form must be completed by the attending physician and must be presented and filed in the nurse's office. Forms are available in the school nurse's office. All medications will be kept with and dispensed through the nurse.

Care of Property

Students who deface or destroy property of the school system will be required to pay for damages.

Head Lice Policy

Once it is determined by the appropriate school officials that a child has head lice, a parent will be notified to pick the child up from school. A letter of notification with detailed instructions for removal of lice and nits will be sent home to parents upon verification a child has head lice (*Pediculus Capitis*). Before a child may return to school he/she must be treated with an effective lice remedy. **A parent or guardian should accompany the student back to school and remain with the student until the school officials have checked him/her. When it is determined by the school officials that the student is free of louse, he/she may return to the classroom.** A child attending Houston County Public Schools will be allowed two (2) excused absences due to each occurrence of head lice. If a child has an excessive number of absences due to head lice, further action will be taken at that time.

Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2 - 18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where the bacteria will cause meningitis. Meningitis is the term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea & Vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11 – 12 years of age and for unvaccinated adolescents at high school entry (15 years of age). Please consult your physician or local health department for more information.

Non-Discrimination Policy

It is the official policy of the Houston County Board of Education that no person in the Houston County School System shall, on the basis of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participation or be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Grievance Procedures for Title VI of The Civil Rights Act, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1975

If a student, the grievant, should present his grievance orally to the principal. If an employee, the grievant, should present his grievance orally to the immediate supervisor.

Grievance must be filed within Twenty (20) days of the time that grievant knew or reasonably should have known of grievance.

Detailed procedures for filing a grievance may be found on file in the principal's office.

Title I

Parents' Right-To-Know

(A) Qualifications. – At the beginning of each school year, a local educational agency that receives funds under Title I, Part A shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner) information regarding the professional qualifications of the student's classroom teachers, including, at a minimum the following.

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) Additional Information. – In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent

- (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
- (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Corporal Punishment

Corporal Punishment is used as a means of discipline at Rehobeth Elementary School. Any parent who does not want corporal punishment administered to his/her child must complete a Denial of Corporal Punishment form. Please see office personnel for the proper form. If you completed a form last year, we have that information in our computers and there is no need to fill out a form every year.

Toys/Electronic Devices

Types of communication devices include the following; but, are not limited to: cell phones, tablets, smart watches, Gizmos, Fitbits etc. School administration has the discretion to determine any type of communication device that would be classified in the aforementioned category.

No toys, electronic or communication devices are to be brought to school. If a student has in his/her possession an electronic device, the teacher will confiscate and abide by the Houston County Code of Conduct. If toys or electronic devices are stolen while on campus or a bus, school personnel **will not** try to locate. Lost devices and toys are **not** the schools responsibility.

Cell phones are allowed on school campus and buses. However, they must not be visible or in use during the school day. If cell phones are stolen while on campus or a bus, school personnel **will not** try to locate.

- * No use of a communication device during the school day
- * Communication devices must be turned off or set to silent; and, stored in a backpack, locker, or vehicle (ie. out of sight)
- * Students are not permitted to carry communication devices-during the school day
- * The Houston County Code of conduct reviews these procedures in detail.

Parental Involvement Plan

The Parental Involvement Plan will be available on the school website once our annual advisory meeting is held and the school board approves the system's plan.

COVID-19 SPECIFIC INFORMATION for 2020-2021

TASK COMMITTEE

Greg Yance Principal
Dusty McKinley Assistant Principal K-2
Jami Whillock Assistant Principal 3-5
Shanel Stewart Counselor K-2
Lydia Walker Counselor 3-5
Denise Clark Classroom Teacher
Brittany Nolin Classroom Teacher
Jerri Carpenter SPED Teacher
Janue Williams Book Keeper
Heather Chapman Lunchroom Manager
Kim Jackson Nurse
Kimberly Trotter Parent Representative
Joe Arnold Head Custodian

INTRODUCTION

This plan has been created in order to assist in navigating the reopening of Rehobeth Elementary School (RES) where all stakeholders feel safe and to reduce the impact of COVID-19 conditions. The plan is based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), Alabama Governor's Office, and the Alabama State Department of Education (ALSDE). This plan is flexible and can be changed to meet the requirements of the local health department or the Alabama Department of Public Health at any time during the 2020-2021 school year.

A COVID-19 Task Committee has been developed at RES to aid in increased safety and wellness for everyone. The work of the Task Committee will be in alignment with the Houston County Schools Reopening Plan.

GUIDELINES Five principles should guide all planning, decision making, and execution of plans to return to school for the 2020-2021 school year.

1. We will be transparent. We will share what we don't know and be clear about what we can control and what is outside of our control.
2. We will be equitable. We will center decisions on what is best for all students, families, and educators.
3. We will listen. We will bring together diverse stakeholders and experts to understand realities on the ground and to provide creative solutions.
4. We will put safety first. We will leverage science, data, and public health leadership to inform the decisions we make.
5. We will be decisive. Given the size and scope of the challenge, we must move deliberately and make tough choices. We may make mistakes but will adapt quickly as variables change.

SUMMARY OF PLAN (more details in following pages)

1. Rehobeth Elementary School encourages all students, who are medically able, to attend school in person.
2. Students are encouraged (but not required) to wear face coverings during the school day.
3. Staff will be required to wear facial coverings.
4. All facilities will be sanitized as often as possible during and after the school day.
5. Water fountains will **NOT** be operational until further notice. They will be covered to prevent usage. It is strongly suggested that students bring their own water bottle with their name clearly labeled.
6. School breakfast "grab and go" and most classes will eat in the classroom during this time. Students will eat lunch in the cafeteria.
7. Visits to campus during the school day will be limited; essential visits only. Parents will **NOT** be permitted to escort their children to class (this will include the first day of school) or eat lunch with their children until further notice.
8. All parents/visitors must report to the office. When checking a student out of school. Only one person should enter the school and go directly to the office. **ALL VISITORS WILL BE REQUIRED TO WEAR A FACE MASK OR SHIELD.** Parents/Visitors must have an appointment to meet with an administrator and/or staff member. Visitors to campus during the school day may be subject to temperature checks.
9. Parents will not be allowed to bring birthday snacks/food items for the class until further notice.

10. While present in the office areas of the school, please maintain social distancing guidelines.
11. Students and staff must be fever-free without fever-reducing medication for 72 hours (3 days) before returning to school after an illness. This supersedes any prior school health guidelines.
12. If your student's temperature is 100.4 or higher, you will be expected to pick up your child within one hour of being contacted.
13. Students and staff who contract COVID-19 must wait 10 days from first symptoms before returning.
14. Parents who have **NOT** enrolled their children prior to the first day of school will need to call and make an appointment to do so. Parents will not be permitted to enter the building to enroll students during the first week of school without an appointment.
15. Parents may be contacted by the Alabama Department of Public Health (ADPH) should your student be exposed to a confirmed case of COVID-19.
16. Sharing of any personal items (pencils, notebooks, etc.) at school is prohibited. All personal items should have the student's name clearly labeled.
17. Elementary students will go to PE daily, however, the playground will be closed. Students will not be permitted to play on the playground equipment.
18. Students will be assigned seats on the bus. Students will be required to sit with household members. In addition, buses will be cleaned twice daily with a sanitizing solution.

WELLNESS

VISITOR RESTRICTIONS-Under normal circumstances RES encourages community involvement on our campus, however for the safety of our students and staff, no visitors will be allowed on campus. This includes all areas of the RES campus (no lunches with students, no visits to classrooms at any time). This will reduce the risk of exposure to symptoms of COVID-19. Parents/guardians checking students in/out or picking up a sick student will be allowed to enter the Main Office. Masks will be required if entering the Main Office.

STUDENT SCREENING PROTOCOLS

- ★ **HOME:** Families should be encouraged to self-report symptoms of illness, which could include fever, new onset cough, etc. Self-reporting mechanisms should include calling the school and your healthcare provider.
- ★ **TRANSPORTATION:** Buses should use clearly visible signage to communicate the symptoms students should not have while traveling on a school bus. Bus drivers

and aides will be required to wear a mask. Buses will be sanitized before and after each route.

★ **SCHOOL:** School staff should visually check for symptoms (which include temperature checks) and/or confirm with families that students are COVID-19 symptom free.

Teachers will perform temperature checks as students enter the classrooms. A log will be kept by teachers. *All screening information will be kept confidential.*

GUIDANCE IF EXPOSED

PARENTS/GUARDIANS, PLEASE DO THE FOLLOWING

- Quarantine your child in a specific room away from others in your home
- Contact the following (in order of priority), let them know you have been exposed COVID-19, then follow their instructions
 - Your healthcare provider ■ School Nurse ■ Teacher

SUSPECTED COVID-19 If an employee or student becomes ill on campus, he/she will immediately report to the school nurse's isolation room and the case form will be completed.

Once the employee or student arrives at the isolation room, the nurse should immediately provide the individual with a mask.

- ★ The nurse must complete the Suspected COVID-19 Case Form, call the local health authority, and seek advice regarding transportation and location.
- ★ The nurse and others caring for the suspected infected person should also wear a protective mask and gloves.
- ★ The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home within one hour.
- ★ The principal or designee will advise employees that they may have been in contact with an employee suspected of exposure. The exposed employee will need to carry out self-screening every morning; based on the results, contact the HR department.
- ★ The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

HEALTH PROTOCOL FOR EMPLOYEES & STUDENTS If an employee or student has been diagnosed with COVID-19, the individual may return to work or school when ALL 4 criteria are met:

- ★ At least three (3) days (72 hours) have passed since recovery (no fever without the use of fever reducing medications); and
- ★ Improvement in respiratory symptoms (cough, shortness of breath, etc); and
- ★ At least 10 days have passed since symptoms first occurred
- ★ 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 work or school until the first three criteria listed above are met.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. HCS employees, students, and visitors should practice staying approximately six (6) feet away from others or eliminate contact with others. However, maintaining physical distance will not always be practical inside of a school setting. Traffic flow and interaction gatherings shall be modified to comply with directives from the Alabama Department of Public Health.

Distancing

RES will strongly enforce and practice social distancing as a way to alleviate COVID-19 exposure(s). When and where applicable, students, staff, and/or visitors will practice staying six (6) feet away from others. However, maintaining social distancing may not always be practical/possible within the school environment.

Classroom Areas

All desks will face forward. All distancing will be maintained based on room size/space, teacher judgement, and administrator approval. All classroom instruction will be facilitated with social distancing in mind by educators. Whole group instruction will be the primary format of instruction. However, small groups and centers may be utilized with limitations that follow distancing guidelines.

Restrooms

Restroom occupancy within the building will be limited due to COVID-19. Grade level chairpersons will develop a schedule that will allow classrooms to rotate the

usage of the bathrooms throughout the day. There will be a limit of 4 students within the restroom at any given time. Signage and marking will be utilized. Students will be taught the importance of restroom procedures (entering/exiting, counting to ensure that only 4 people are in the bathroom, handwashing). Teachers will be asked to remain aware of the number of students within the restrooms when sending students alone.

Music

Music classes will take place in homeroom classrooms. A modified plan and flexible schedule will be used. No singing will be allowed.

PE

Classes will be grouped together to reduce exposure to multiple students.

Special Area Services

Pull-out services (i.e. Speech, ESL, Resource, etc) will continue to follow the social distancing guidelines set forth by HCS Reopening Plan and the Alabama Department of Public Health. Title I aides will provide services in homerooms.

Parent Conferences

Parent Conferences are encouraged in order to build a strong support system and parent/teacher relationship. Parent/teacher communication will be facilitated through emails or phone calls. Please understand that due to COVID-10, no face-to-face conferences will be held. If an concerning matter were to arise, please contact your teacher. The classroom teacher will inform administration if further action is needed.

Main Office

Social distancing will be implemented in the Office Area. For parents/guardians checking students in/out, you will be required to have a mask and a temperature check before entering the Main Office. No more than 3 individuals will be allowed in the office at the same time. No check outs will be allowed past 2:00 pm. You may call ahead of time to check out your student. Identification will still be required. 7

Traffic Flow

When transitioning within the buildings and campus of RES, students will be taught to maintain distance (an arm's length) between the person in front of them and the person behind them. Floor marking will be utilized where applicable (i.e. Kindergarten Hall). Traffic flow will occur on the right side of a hallway. When escorting students and/or a class, staff members will use judgement to ensure that

hallways have limited congestion before transitioning. Communication among staff will be vital. Staff will practice protocols and routines with their students as often as possible to assist with compliance and safety.

Interaction Gatherings

Interaction gatherings (i.e. PTO, Faculty Meetings, special school events, etc.) will be limited and modified to comply with the Alabama Department of Public Health Guidelines. No field trips will occur during the first semester. Field trips during the second semester will be discussed at a later date.

Campus Visitation

When warranted (i.e. picking up a sick student, checking in/out a student), parent/guardian will be allowed to enter the Main Office. Up to 3 visitors will be allowed in the Main Office at any given time. A facial covering will be required upon entrance (RES will not provide masks). Visits on campus will not be allowed per David Sewell to limit the exposure of students to COVID-19. If a school meeting is necessary, please call to discuss the matter. Our office staff and administrators greatly appreciate your assistance with this. The number to RES is 677-3838.

Cafeteria

The cafeteria will be utilized with social distancing in mind for lunch times at RES. Breakfast will be grab-and-go and eaten in the classroom. When in the cafeteria, all students will sit with one seat in between each student. In the classroom, students will continue to socially distance at their desks with all students facing forward. A limited menu will be offered at the beginning of school. Additional items may be added if safety guidelines can be maintained and service times are not negatively affected.

Arrival

North and South Car Lines will be used for drop off as usual. Buses will unload in the front of RES as usual. Not all buses will be released at the same time. Staggering the release will assist in reducing exposure. Students will be reminded of social distancing practices. Once students exit their bus or car, they should try to remain at an arm's length from others. Students are to enter the buildings and stay on the right side of the hallways. Face masks are not required for students, but encouraged upon entering the RES campus. This may change due to State mandates. Staff will direct students to their classrooms.

Dismissal

2:45 K Car Line dismissed, 2:50 K Buses and 1st grade Car Line dismissed. Other bus riders will be dismissed at 2:54. Parents/guardians will not be allowed to pick up students around the front office area as in years past. New car tags will be available at car lines during the first 2 weeks of school. We are asking for a \$1 donation per tag. Please list the student's last name and grade level. No one will be allowed to pick up a student without a car tag. Car Line students **MUST** be picked up in a car line. No “walk ups” will be allowed.

Shared Spaces

All shared classroom spaces will be cleaned and sanitized daily. All students and staff will be encouraged to respect the space of others at all times. There will be no sharing of supplies. Students will not be allowed to drink from water fountains. Parents are encouraged to send a water bottle to school with their child daily. The library will not be open for books to be checked out. Baskets will be provided to each classroom teacher with varying levels and subjects and will be rotated weekly.

Snacks

Snacks will not be sold on campus at this time. Students should bring a snack from home labeled with their name. A decision to sell snacks may be determined at a later date. No outside food will be allowed to be brought into classrooms for parties or celebrations. No outside food (i.e. from a restaurant) will be allowed to be dropped off for any student.

PERSONAL PROTECTIVE EQUIPMENT (PPE) In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

★ **Masks:** Face masks/coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. ○ Employees are strongly encouraged to wear a mask or type of facial covering that covers the nostrils and mouth at all times

○ Students are not required to wear a mask; however, we do recommend this practice for all students.

■ Parents/guardians, if you decide for your child to wear a mask, please talk to him/her about how to properly wear the mask during the school day and that it is not to be used as a toy or distraction to him/herself or other students.

- In the case that a student does not wear the mask appropriately or that it becomes a distraction, teachers have the right to collect the mask so that instruction is not interrupted.
- Visitors will be required to wear a face mask when permitted on campus and in the Main Office. ★ Gloves: Gloves will be required by the school nurse, custodians, and food service workers.

OPERATIONS and FACILITIES

CLASSROOMS All teachers and students are expected to limit visits to other classrooms outside of their team or grade level; except in buildings where multiple grade levels are housed. Employees are expected to disinfect their personal workspaces throughout the school day, paying special attention to commonly touched surfaces (door knobs, light switches). All classroom desks and tables will be sanitized on a daily basis by the classroom teacher. Teachers will be given cleaning supplies. Any classroom that has a confirmed case of COVID-19 or a suspected case will receive a deep cleaning by the custodian.

SHARED WORKSPACES/OFFICES Employees are expected to disinfect their personal workspaces throughout the school day. Custodians will sanitize and wipe down frequently touched surfaces throughout the day. Restrooms will be fogged twice daily and once at night.

BUS DRIVER AND BUS PROTOCOLS If we implement the current social distancing guidelines of six feet, we would only be able to carry 4 passengers at a time. Understanding that these restrictions are not feasible, HCS will implement the following precautions:

- ★ It is the responsibility of the Parents/Guardians to check their child's temperature daily and assess their health at home BEFORE boarding the bus. If the child is sick or exhibiting symptoms, parents should keep the child at home.
- ★ Students should wash their hands thoroughly before boarding the bus.
- ★ Whenever possible, we encourage parents/guardians to transport their child to or from school to reduce the potential transmission of the virus.
- ★ Drivers will be provided a mask to be worn when students are present.
- ★ School buses will be sprayed twice daily with HDQ Neutral Sanitizer.
- ★ According to the State Department of Education, bus drivers will be allowed to have hand sanitizer on the bus to be used in situations that might help

reduce the spread of the virus. It should not be used while operating the bus, loading, or unloading.

- ★ All students will be issued assigned seats.

- ★ Students will be separated on buses as much as possible.

- ★ Students will be taught proper behaviors that will reduce the spread of COVID-19 or other viruses. These may include, but not limited to: avoid touching others, sharing supplies, covering a cough or sneeze with a tissue or arm, leaning over seats or switching seats, and keeping hands away from face or mouth.

- ★ Students that ride school buses will be encouraged to wear a mask to help eliminate the spread of COVID-19.

You may access the Houston County Schools' Roadmap to Reopening at www.hcboe.us, the RES Facebook page, and the RES website. Any updates or changes that become necessary will be posted on the aforementioned locations.

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RES Student Handbook Acknowledgement

2020-2021

I, _____, enrolled in Rehobeth Elementary School and my parent(s)/guardian hereby acknowledge by our signature that we have received and read, or had read to us, the foregoing Student Handbook.

Student Name: _____

Student Signature: _____

Parent/Guardian: _____

Date Signed: _____

NOTE: Please detach this page after reading and signing and have the student return it to the homeroom teacher. This acknowledgement will become a part of the student's cumulative file.