

Primary Focus

Managing the spread of the virus (COVID-19) while ensuring students and staff have a safe and healthy learning environment.

Points of Emphasis

- 1. Students will have the opportunity to continue learning throughout the 2020-2021 school year despite any disruptions that may occur due to COVID-19.*
- 2. Students will have a viable option offered to them to continue their education based on their personal comfort level of attending school safely.*
- 3. Students will continue to be expected to take responsibility for their learning and commit to engage in instruction and classroom activities whether in person or remotely.*
- 4. The school is committed to communicating to all stakeholders in a timely manner any events that could affect our students' health or education.*
- 5. We anticipate disruptions throughout this school year. Any plan going forward is subject to change due to how quickly things can change.*

2020-2021 School Options/Phases

<p>Substantial Spread - Phase 1 (Distance Learning)</p> <ul style="list-style-type: none"> • No students on campus • PreK-12: Distance learning for all students <p><i>*Follow distance learning plan for each individual school</i></p>	<p>Moderate Spread - Phase 2 (Rotating Schedule)</p> <ul style="list-style-type: none"> • Facemasks will be required of students and staff attending school and expected to be worn in specific locations • Students will attend school on a rotating schedule based on their last name. Social distancing will be enforced. Students will have the ability to complete class work from home when they are not meeting in person. • Buses will run with additional safety measures in place. • Additional precautions will be implemented based upon guidance from health officials. 	<p>Minimal Spread - Phase 3 (Face to Face)</p> <ul style="list-style-type: none"> • PreK-12 students will attend school all day on school campus • Disinfect/sanitize regularly • Utilize hand washing and hand sanitizer frequently • Visitors will be screened and have limited access to school facilities • All students and staff will have their temperature checked prior to entering the school building each day. If any temperature is 100.4°F or higher then the individual will be recommended to see a healthcare professional. • Face masks are highly recommended but not required • Buses will run with precautionary measures being enforced <div data-bbox="1703 477 2018 683" style="border: 2px solid black; background-color: yellow; padding: 5px; text-align: center;"> <p>Projected Starting Phase Aug 4</p> </div>
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Important Terms

Virtual Learning - Students will receive instruction at home through an online curriculum. Students will continue to be enrolled at Huntingdon Primary School but daily assignments will be individually paced based on student's academic progress and students will not be taught by HPS staff.

Remote or Distance Learning - Distance learning will take place in the event students will not be allowed to receive instruction in person. Students will complete course assignments through Google Classroom. If the student does not have reliable internet access at home, then the student and school will determine what other option is best to complete coursework. Refer to the Distance Learning Plan on page 9.

Rotating Schedule - If the traditional school schedule is disrupted this school year and the school is operating on Phase 2 guidelines, students will come to school on a rotating schedule. Students will attend a minimum of 1-2 times per week in person. Refer to the rotating schedule options on page 11.

Phase 3 - Minimal Spread (Face to Face)	
<i>Learning Environment</i>	Students will attend traditional classes face-to-face following the normal daily schedule.
<i>Visitors and Guests</i>	Visitors will have their temperature checked and use hand sanitizer prior to entering the front office. School access will be limited. Visitors who are permitted into the school will be required to wear a face mask. Visitors will not be allowed to attend school functions during the school day.
<i>Bus Transportation</i>	<p>Although Carroll County Schools are taking the following precautions while transporting students to prevent the spread of germs that could lead to illnesses, it is the parent's/guardian's decision for students to ride a school bus. Carroll County Schools reserve the rights to adapt/revise these operating procedures as needed.</p> <ol style="list-style-type: none"> 1. Please check your child's temperature and ensure it is below 100.4 degrees before allowing him/her to ride a bus. 2. Students will load the bus and be assigned a seat from back to front with the first students picked up sitting in the back of the bus. Family members will sit together as space allows. It will be a point of emphasis that students will stay in their seats until unloading at their destination. (To assist with the prevention of the spread of germs) 3. Each bus will drop off students at each school without transitioning students from one bus to another. The bus will unload from front to back at each location. Students will sit in the same assigned seat in the afternoon and morning routes. At the end of the school day, students should load the bus in the order they load in the morning from back to front. 4. Students being transported from one school to another will be assigned a bus to ride with an assigned seat. 5. Masks will be recommended to be worn by anyone riding on a Carroll County Schools bus. 6. Hand sanitizer will be provided for driver's and students' use upon loading and unloading the bus. 7. Windows should be lowered for ventilation. (Weather Permitting) 8. Buses will be cleaned and disinfected on a regular schedule.

	9. Destination changes must be approved 24 hours in advance unless it is an emergency.
Daily Staff and Student Arrival	Students and staff will arrive on campus each morning and have their temperature checked prior to entering the building using a non-contact or infrared thermometer. Anyone who has a temperature at or above 100.4 degrees will be masked and wait in a designated room isolated from other students until they have transportation to be checked out. For morning arrival, parent drop-off will be in the front parking lot by the sidewalk. Students must remain in their vehicle until temperature is taken by school personnel. Students who ride a bus will enter through the front lobby. Students who have a fever will be checked out in a different location to limit potential exposure to others.
Student Check-In and Check-Out	Students can be checked-in and out of the front office by a parent or guardian. Students will be signed out in the front foyer of the school. Students who are being picked up due to sickness will be checked out in a separate location to limit exposure to others. If the school nurse contacts parents due to a sick child, she will communicate procedures for checking the child out.
Sick Student Procedures	In the event a student has fever or has symptoms consistent with COVID-19, the school nurse will contact the student's guardian and the student will be quarantined to a separate location to limit additional exposure to others. If the student is tested for COVID-19 by a healthcare professional, the student will not be allowed to return to school until a negative test result is provided to the school. School administration will communicate to school stakeholders when a positive COVID test occurs. Guardians are encouraged to check their child's temperature and monitor his/her health daily prior to coming to school. Students who have any symptoms of not feeling well should stay home. Guardians should communicate to school administration when someone in their family has been diagnosed with COVID-19.
Breakfast/Lunch Plan	Students will eat breakfast in the cafeteria from 7:10-7:45. As students are dismissed to homeroom at 7:45, they will have an option of a grab and go breakfast for those just arriving on campus. During breakfast and lunch, students will only be allowed to sit in every other seat. Additional tables will be added to accommodate student seating.
Meal Prep/Distribution	Meals will be prepared by the school food service. Food servings will already be prepared by staff, and they will serve the students as they go through the line. Disposal utensils and trays will be used.
Cleaning Procedures	School facilities will be cleaned each night. Additionally, a special emphasis will be on cleaning water fountains, restrooms, and student desks after each class change throughout the day. Only touchless

	water fountains will be accessible to students. Teachers will clean student desks during each class change.
<i>IEP and Other Required Meetings</i>	Meetings conducted by the school and students' guardians can be face-to-face, by phone, or guardians can request to do a meeting virtually.
<i>Physical Education + Recess</i>	Students enrolled in physical education will have class outside when weather permits. Activities that require close proximity and large groups will be avoided.
<i>School-wide assemblies</i>	School-wide assemblies will be limited and decided on by school administration based on the current recommendations of health officials and trends with the virus spread.
<i>Hallway Procedures</i>	No changes to hallway procedures. The lines on the floor will remain in the hallway as a guide. Students will be able to change classes with limited precautions.
<i>Additional Precautionary Measures</i>	Hand sanitizer will be available in each classroom and lunch table. Students will be encouraged to wash their hands during each class change and during breakfast/lunch. Classroom doors will remain open during class to reduce contact with door knobs.

Phase 2 - Moderate Spread (Rotating Schedule)	
<i>Learning Environment</i>	<p>Students will operate on a rotating schedule and attend school in person 1-2 times per week. Students will rotate based on their last name to limit the number of students in the classroom each day. There will be 2 rotating schedule options (Blue and Gold). On the Blue Rotating Scheduling, students with a last name beginning with A-J will come to school on Monday and Wednesday. Students with a last name beginning with K-Z will come on Tuesday and Thursday. The Blue Rotating Schedule would have students attend school 1 time per week. Students would attend Monday (last names beginning with A-E), Tuesday (last names beginning with F-L), Wednesday (last names beginning with M-Q), Thursday (last names beginning with R-Z), and Friday will be used to provide individual consultation with students who need additional help either through Google Meet, phone, or in person. Students who are in the same family but may have different last names can request to attend the same day(s). By following this rotating schedule, class sizes will be small, social distancing can be practiced at all times of the day, and students will have the opportunity to meet with their teachers at least 1 time per week face to face. Students who do not have internet will have the opportunity to submit and upload new class work on their scheduled day to be on campus.</p>
<i>Visitors and Guests</i>	<p>Visitors will have their temperature checked and use hand sanitizer prior to entering the front office. School access will be limited. Visitors who are permitted into the school, will be required to wear a face mask. Visitors will not be allowed to attend school functions during the school day.</p>
<i>Bus Transportation</i>	<p>Although Carroll County Schools are taking the following precautions while transporting students to prevent the spread of germs that could lead to illnesses, it is the parent's/guardian's decision for students to ride a school bus. Carroll County Schools reserve the rights to adapt/revise these operating procedures as needed.</p> <ol style="list-style-type: none"> 1. Please check your child's temperature and ensure it is below 100.4 degrees before allowing him/her to ride a bus. 2. Students will load the bus and be assigned a seat from back to front with the first students picked up sitting in the back of the bus. Family members will sit together as space allows. It will be a point of emphasis that students will stay in their seat until unloading at their destination. (To assist with the prevention of the spread of germs)

	<ol style="list-style-type: none"> 3. Each bus will drop off students at each school without transitioning students from one bus to another. The bus will unload from front to back at each location. Students will sit in the same assigned seat in the afternoon and morning routes. At the end of the school day, students should load the bus in the order they load in the morning from back to front. 4. Students being transported from one school to another will be assigned a bus to ride with an assigned seat. 5. Masks will be recommended to be worn by anyone riding on a Carroll County Schools bus. 6. Hand sanitizer will be provided for driver’s and students’ use upon loading and unloading the bus. 7. Windows should be lowered for ventilation. (Weather Permitting) 8. Buses will be cleaned and disinfected on a regular schedule. 9. Destination changes must be approved 24 hours in advance unless it is an emergency.
<p><i>Daily Staff and Student Arrival</i></p>	<p>Students and staff will arrive on campus each morning and have their temperature checked prior to entering the building using a non-contact or infrared thermometer. Anyone who has a temperature at or above 100.4 degrees will be masked and wait in a designated room isolated from other students until they have transportation to be checked out. For morning arrival, parent drop-off will be in the front parking lot by the sidewalk. Students must remain in their vehicle until temperature is taken by school personnel. Students who ride a bus will enter through the front lobby. Students who have a fever will be checked out in a different location to limit potential exposure to others.</p>
<p><i>Student Check-In and Check-Out</i></p>	<p>Students can be checked-in and out of the front office by a parent or guardian. Students will be signed out in the front foyer of the school. Students who are being picked up due to sickness will be checked out in a separate location to limit exposure to others. If the school nurse contacts parents due to a sick child, she will communicate procedures for checking the child out.</p>
<p><i>Sick Student Procedures</i></p>	<p>In the event a student has fever or has symptoms consistent with COVID-19, the school nurse will contact the student’s guardian and the student will be quarantined to a separate location to limit additional exposure to others. The student will be checked out in the school parking lot. School staff will accompany the student to their guardian outside the school building. If the student is tested for COVID-19 by a healthcare professional, the student will not be allowed to return to school until a negative test result is provided to the school. School administration will communicate to school stakeholders when a positive COVID test occurs.</p>
<p><i>Breakfast/Lunch Plan</i></p>	<p>Students will eat breakfast and lunch in the cafeteria. During breakfast and lunch, students will only</p>

	be allowed to sit at every other seat as directed by the cafeteria monitors.
<i>Meal Prep/Distribution</i>	Meals will be prepared by the school food service. Food servings will already be prepared by staff and they will serve the students as they go through the line. Disposal utensils and trays will be used.
<i>Cleaning Procedures</i>	School facilities will be cleaned each night. Additionally, a special emphasis will be on cleaning water fountains, restrooms, and student desks after each class change throughout the day. Only touchless water fountains will be accessible to students. Teachers will clean student desks during each class change.
<i>IEP and Other Required Meetings</i>	Meetings conducted by the school and students' guardians can be face-to-face, by phone, or guardians can request to do a meeting virtually. Strict precautionary measures will be expected at face-to-face meetings.
<i>Physical Education + Recess</i>	Students enrolled in physical education will have class outside when weather permits. Social distancing will be practiced during activities.
<i>School-wide assemblies</i>	School-wide assemblies will not be allowed to limit mass gatherings.
<i>Hallway Procedures</i>	Students will be expected to wear face masks in the hallways and practice social distancing.
<i>Additional Precautionary Measures</i>	Hand sanitizer will be available in each classroom and lunch table. Students will be encouraged to wash their hands during each class change and during breakfast/lunch. Face shields will be available to staff. Students will be allowed to wear face masks if they choose. Students are expected to have hall passes when in the halls during class time. Hall passes will be replaced with disposable passes. Classroom doors will remain open during class to reduce contact with door knobs.

Level 2 - Distance Learning Plan

In the event students and staff are not able to meet face-to-face this year, the following plan will serve as a guide of how instruction will be delivered to students. Our goal is to provide 180 days of instruction to students regardless of any disruptions that may occur during the school year.

Student Devices

Each student in PreK through 2nd Grade will receive a Samsung Tablet. Each 3rd Grade student will receive a Lenovo Chromebook that is in the 2nd year of a 3-year lease agreement. These devices will provide students the necessary equipment (other than an internet connection) to access Google Classroom and Google Meet.

Instructional Delivery

*Students will attend school in person 1-2 times per week on a rotating schedule based on students' last names. Students who do not have the internet will have the opportunity to meet with their teachers face to face and use the school wi-fi to submit assignments and upload new course work for the upcoming week. The following will serve as a guide to what day students will attend school in person:

GOLD ROTATING SCHEDULE (Option 1)	
<i>Total # of Student Attending Daily: Approx. 100</i>	
<i>Average Class Size: Approx. 5 - 6 students</i>	

Monday	Last name beginning with A-E
Tuesday	Last name beginning with F-L
Wednesday	Last name beginning with M-Q
Thursday	Last name beginning with R-Z
Friday	Individual student consultation by phone, Google Meet, or in person based on student request

BLUE ROTATING SCHEDULE (Option 2)	
<i>Total # of Student Attending Daily: Approx. 200</i>	
<i>Average Class Size: Approx. 10 - 12 students</i>	

Monday	Last name beginning with A-L
Tuesday	Last name beginning with M-Z
Wednesday	Last name beginning with A-L
Thursday	Last name beginning with M-Z
Friday	Individual student consultation by phone, Google Meet, or in person based on student request

*Google Classroom will be the classroom platform that is used to create, distribute, and grade assignments.

*Teacher-created videos and/or online resources will provide instruction to help students progress through new learning.

*Classroom assignments will be made available off-line so students are able to access classroom work that was last downloaded from their last online submission using an internet connection.

Distance Learning Daily Expectations

School Staff

1. Provide daily written feedback to students on submitted work
2. Prepare and provide instructional resources/materials to complete course assignments
3. Track daily attendance of students in Google Classroom and document in Powerschool

Students

1. Attend school on your scheduled day.
2. Follow all precautionary measures while attending in person
3. Access classroom instructional materials through Google Classroom to complete course assignments when not meeting in person
4. Complete assignments that the teacher has shared with the class
5. Complete the attendance form on the HPS Google Classroom daily by 12:00 P.M. indicating the students participation in instructional activities prepared for the day

Distance Learning Weekly Expectations

School Staff

1. Update students' grades in Powerschool and communicate to students their progress through Google Classroom or by phone. Contact parents of students who are not completing assignments either by phone or by email
2. Prepare and provide instructional resources/materials to complete course assignments for upcoming week
3. Update attendance and grades in Powerschool for the week

Students

1. Submit all classroom assignments to the teacher by the designated time communicated by the teacher.
2. Pick up or make sure you have access to classroom instructional materials through Google Classroom to complete course assignments for the upcoming week

Level 1 - High/Substantial Spread (Distance Learning)	
<i>Learning Environment</i>	Students will not be allowed to come to school for instruction. The distance learning plan will be followed to continue student learning. Students who do not have internet access or transportation will have the school deliver paper-based instructional materials or other options will be considered to ensure the student has the opportunity to continue learning.
<i>Meal Prep/Distribution</i>	Meals will be available for pick up each weekday.
<i>IEP and Other Required Meetings</i>	Meetings conducted by the school and students' guardians will be virtually, by phone, or face to face with strict precautionary measures followed.

Level 1 - Distance Learning Plan

In the event students and staff are not able to meet face-to-face this year, the following plan will serve as a guide of how instruction will be delivered to students. Our goal is to provide 180 days of instruction to students regardless of any disruptions that may occur during the school year.

Student Devices

Each student in PreK through 2nd Grade will receive a Samsung Tablet. Each 3rd Grade student will receive a Lenovo Chromebook that is in the 2nd year of a 3-year lease agreement. These devices will provide students the necessary equipment (other than an internet connection) to access Google Classroom and Google Meet.

Instructional Delivery

- *Students in Kindergarten will receive a minimum of 4 hours per day of instruction.
- *Students in grades 1 through 3 will receive a minimum of 6.5 hours per day of instruction.
- *Google Classroom will be the classroom platform that is used to create, distribute, and grade assignments.
- *Teacher-created videos and/or online resources will provide instruction to help students progress through new learning.

Academic Feedback/Grading

*Students will receive daily written feedback from teachers on any work submitted using the Google Classroom platform.

*Google Meet will be the video-communication service teachers will use to provide weekly discussion and feedback sessions. Students will have Google Meet sessions scheduled from 8:00-3:15 each weekday Monday-Thursday. Friday of each week will be set aside as times for teachers to meet online with students based on students' requests.

*Grading will be communicated through Google Classroom, and students' grades will be transferred to Powerschool, the student management system used by the school district.

Assessments

Assessments will be completed by students through Google Classroom. Additionally, teachers may request students complete assessments during the class' scheduled Google Meet time so the teacher can view students through the use of a camera. This measure will help teachers gain a better understanding of what standards students need additional help in by reviewing independent work students did not get help on during the assessment.

Attendance

*Student attendance will be tracked through Google Classroom daily. Students will be expected to submit a Google form in the HPS Google Classroom by 12:00 P.M. each day. School staff will monitor student attendance and transfer attendance into Powerschool daily.

Student Access to Distance Learning/Materials

*Students who do not have a reliable internet connection and/or transportation to school will have the following options to continue student learning:

<p><u>Plan A</u> Reliable home internet access</p>	<p><u>Plan B</u> No internet access at home but has transportation to school</p>	<p><u>Plan C</u> No internet access at home and no transportation to school</p>
<p>Instruction will be delivered through virtual platform using Google Classroom and Google Meet</p>	<p>School wireless hotspots will be accessible in the school parking lot, various community locations, OR</p>	<p>Instructional paper-based materials can be picked up at school during normal school hours OR</p>
	<p>Instructional paper-based materials can be picked up at school during normal school hours</p>	<p>School staff will deliver and pick up instructional materials at the students' home weekly</p>

Classroom assignments will be made available off-line so students are able to access classroom work that was last downloaded from their last online submission using an internet connection.

Distance Learning Daily Expectations

School Staff

1. Provide daily written feedback to students on submitted work
2. Prepare and provide instructional resources/materials to complete course assignments
3. Track daily attendance of students in Google Classroom and document in Powerschool

Students

1. Attend school on your scheduled day.
2. Follow all precautionary measures while attending in person

3. Access classroom instructional materials through Google Classroom to complete course assignments when not meeting in person
4. Complete assignments that the teacher has shared with the class
5. Complete the attendance form on the HPS Google Classroom daily by 12:00 P.M. indicating the students participation in instructional activities prepared for the day

Distance Learning Weekly Expectations

School Staff

1. Update students' grades in Powerschool and communicate to students their progress through Google Classroom or by phone. Contact parents of students who are not completing assignments either by phone or by email
2. Prepare and provide instructional resources/materials to complete course assignments for upcoming week
3. Update attendance and grades in Powerschool for the week

Students

1. Submit all classroom assignments to the teacher by the designated time communicated by the teacher.
2. Pick up or make sure you have access to classroom instructional materials through Google Classroom to complete course assignments for the upcoming week

Semester - Virtual Google Feedback Meetings (Google Meet)

The following virtual schedule will be followed by staff to provide weekly Google Meet feedback sessions to students a minimum of one time per week. Students will have the opportunity to schedule additional feedback sessions on Friday and any other day during the week from 8:00-3:00 if the teacher is available.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45	3rd ELA	2nd ELA	1st ELA	Kindergarten ELA	Students may request additional feedback sessions with teachers based on their learning needs. Friday of each week will be set aside to meet with students who request additional help.
9:00-9:45	3rd Math	2nd Math	1st Math	K Math	
10:00-10:45	3rd Science / Social Studies	2nd Foundational Skills	1st Foundational Skills	K Foundational Skills	
11:00-11:45	RTI Rotation	RTI Rotation	RTI Rotation	RTI Rotation / SPED Services	
12:30-1:15	SPED Services	SPED Services	SPED Services	RTI Rotation / SPED Services	
1:30-2:15	Speech	Speech	Speech	Speech	
2:30-3:15	RTI Rotation	RTI Rotation	RTI Rotation		

- PreK rotation will be determined by student need.

Virtual Learning Program (Online Learning Option)

Students who are not comfortable receiving instruction face to face for the 2020-2021 school year will have an option of enrolling in a virtual academy. The curriculum will be offered through the online platform *Educere*. Anyone interested in enrolling in the virtual option will be required to have a reliable internet service. Applicants must contact Alan Eubanks, HSSD Supervisor, at the Board of Education at 731-986-2222 to apply for the program. The deadline to apply is August 10. Enrollees will be allowed to participate in extracurricular school activities. Attendance will be monitored, and students will be expected to comply to meet the minimum requirements of the school compulsory attendance law.

Communication

Google Classroom - Google Classroom will be the primary platform for students to access and communicate with teachers.

Google Meet - Students and teachers will interact face to face through Google Meet a minimum of 1 time per week.

Remind App - Important announcements and changes will be communicated using the school Remind app which has been set up for each graduation cohort.

Kindergarten - Text @33fillies to 81010

First Grade - Text @32gold to 81010

Second Grade - Text @31blue to 81010

Third Grade - Text @30mustangs to 81010

School Website - All school announcements and changes that could affect students will be displayed on the school website at hps.huntingdonschools.net.

Social Media - School stakeholders can join various platforms on social media to keep up-to-date on changes that will impact students.

Facebook - Huntingdon Special School District