



**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><b>Level 1 (Distance Learning)</b></p> <p><b>High/Substantial Spread</b></p> <ul style="list-style-type: none"> <li>• No students on campus</li> <li>• PreK-12: Distance learning for all students</li> </ul> <p><i>*Follow distance learning plan for each individual school</i></p>	<p><b>Level 2 (Rotating Schedule)</b></p> <p><b>Moderate Spread</b></p> <ul style="list-style-type: none"> <li>• Facemasks will be required of students and staff attending school</li> <li>• 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.</li> <li>• Facemasks will be required at specific locations in building</li> <li>• Buses will run with additional safety measures in place.</li> </ul>	<p><b>Level 3 (Face to Face)</b></p> <p><b>Minimal Spread</b></p> <ul style="list-style-type: none"> <li>• PreK-12 students will attend school all day on campus</li> <li>• Disinfect/sanitize regularly</li> <li>• Utilize hand washing and hand sanitizer frequently</li> <li>• Visitors will be screened and have limited access to school facilities</li> <li>• 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.</li> <li>• Buses will run</li> </ul>	<p><b>Level 4 (Face to Face)</b></p> <p><b>Low/No Spread</b></p> <ul style="list-style-type: none"> <li>• School will operate with limited restrictions</li> <li>• PreK-12 will attend school all day with traditional classes and activities</li> <li>• Minimal precautionary measures in place</li> </ul>
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## Level 4 - Low/No Spread (Face to Face)

<b><i>Learning Environment</i></b>	Students will attend traditional classes face-to-face following the normal daily schedule. Students will have an option to enroll in an online virtual academy to earn course credits toward graduation if he/she does not feel comfortable attending school and receiving instruction face-to-face. Students will be required to remain enrolled until the end of the semester as long as the courses enrolled in are completed.
<b><i>Visitors and Guests</i></b>	Visitors will have their temperature checked and use hand sanitizer prior to entering the front office. Visitors will not be allowed to attend school functions during the school day without approval of school administration.
<b><i>Bus Transportation</i></b>	Bus transportation guidelines will include minimal precautionary measures. Guidance will be shared by the Carroll County Board of Education.
<b><i>Daily Staff and Student Arrival</i></b>	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 quarantined until they have transportation to be checked out. Parent drop-off will be in the front and buses will drop off at cafeteria entrance.
<b><i>Student Check-In and Check-Out</i></b>	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.
<b><i>Sick Student Procedures</i></b>	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.
<b><i>Breakfast/Lunch Plan</i></b>	Students will eat breakfast in the cafeteria from 7:10-7:50. As students are dismissed to homeroom at 7:50, they will have an option of a grab and go breakfast for those just arriving on campus. Breakfast and lunch will have limited restrictions. Students will be allowed to eat

	in the cafeteria during lunch with no seating restrictions.
<b><i>Meal Prep/Distribution</i></b>	Meals will be prepared by the school food service. Students will serve themselves as they go through the food line.
<b><i>Cleaning Procedures</i></b>	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.
<b><i>IEP and Other Required Meetings</i></b>	Meetings conducted by the school and students' guardians can be face-to-face, by phone, or guardians can request to do a meeting virtually.
<b><i>Physical Education</i></b>	Physical Education will have no restrictions.
<b><i>Extracurricular Activities</i></b>	Extracurricular activities including athletics, band, student organizations, etc. will operate based on guidance from health officials and Tennessee Secondary Schools Athletic Association (TSSAA).
<b><i>School-wide assemblies</i></b>	School-wide assemblies will be more likely with minimal restrictions. These include pep rallies, guest speakers, fundraisers, etc.
<b><i>Hallway Procedures</i></b>	No changes to hallway procedures. Students will be able to change classes with no precautionary measures in place.
<b><i>Additional Precautionary Measures</i></b>	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 3 - Minimal Spread (Face to Face)

<p><b><i>Learning Environment</i></b></p>	<p>Students will attend traditional classes face-to-face following the normal daily schedule. Students will have an option to enroll in an online virtual academy to earn course credits toward graduation if he/she does not feel comfortable attending school and receiving instruction face-to-face. Students will be required to remain enrolled until the end of the semester as long as the courses enrolled in are completed.</p>
<p><b><i>Visitors and Guests</i></b></p>	<p>School access will be limited. All items will be placed in the foyer and staff will deliver to students. 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>
<p><b><i>Bus Transportation</i></b></p>	<p>Bus transportation guidelines will include precautionary measures. Guidance will be shared by the Carroll County Board of Education.</p>
<p><b><i>Daily Staff and Student Arrival</i></b></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 quarantined until they have transportation to be checked out. Parent drop-off and bus drop-off will be in the main front entrance.</p>
<p><b><i>Student Check-In and Check-Out</i></b></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 located outside the front office area. Students who are sick will be checked out in the parking lot. School staff will assist the student to the parking lot to meet the student's guardian.</p>
<p><b><i>Sick Student Procedures</i></b></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><b><i>Breakfast/Lunch Plan</i></b></p>	<p>Students will eat breakfast in the cafeteria from 7:10-7:50. Students in 4th grade will stay in the cafeteria and students in 5th-8th who choose not to eat breakfast in the cafeteria will be</p>

	required to sit in the gym prior to 7:50. During breakfast and lunch, students will only be allowed to sit up to 8 per table. Additional tables will be added to accommodate student seating.
<b><i>Meal Prep/Distribution</i></b>	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.
<b><i>Cleaning Procedures</i></b>	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.
<b><i>IEP and Other Required Meetings</i></b>	Meetings conducted by the school and students' guardians can be face-to-face, by phone, or guardians can request to do a meeting virtually.
<b><i>Physical Education</i></b>	Students enrolled in physical education will have class outside when weather permits. Up to 6 students at a time can be in the locker room. Activities that require close proximity and large groups will be avoided.
<b><i>Extracurricular Activities</i></b>	Extracurricular activities including athletics, band, student organizations, etc. will operate based on guidance from health officials and Tennessee Secondary Schools Athletic Association (TSSAA).
<b><i>School-wide assemblies</i></b>	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.
<b><i>Hallway Procedures</i></b>	No changes to hallway procedures. Students will be able to change classes with limited precautions.
<b><i>Additional Precautionary Measures</i></b>	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 - Moderate Spread (Rotating Schedule)

<b><i>Learning Environment</i></b>	Students will operate on a rotating schedule. Students will rotate based on their last name to limit the number of students in the classroom each day. 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. 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.
<b><i>Visitors and Guests</i></b>	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.
<b><i>Bus Transportation</i></b>	Bus transportation guidelines will include strict precautionary measures. Guidance will be shared by the Carroll County Board of Education and the bus shop.
<b><i>Daily Staff and Student Arrival</i></b>	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 quarantined until they have transportation to be checked out. Parent drop-off and bus drop-off will be at the main entrance.
<b><i>Student Check-In and Check-Out</i></b>	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 located outside the front office area. Students who are sick will be checked out in the parking lot. School staff will assist the student to the parking lot to meet the student's guardian.
<b><i>Sick Student Procedures</i></b>	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.
<b><i>Breakfast/Lunch Plan</i></b>	Students will eat breakfast in the cafeteria and a maximum of 6 students per table. After eating breakfast, students are to report to the gym and social distancing will be expected. Students will eat lunch in their classroom and social distancing will be expected.
<b><i>Meal Prep/Distribution</i></b>	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.
<b><i>Cleaning Procedures</i></b>	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.
<b><i>IEP and Other Required Meetings</i></b>	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.
<b><i>Physical Education</i></b>	Students enrolled in physical education will have class outside when weather permits and only 8 students at a time will be allowed in locker rooms. Social distancing will be practiced during activities.
<b><i>Extracurricular Activities</i></b>	Extracurricular activities including athletics, band, student organizations, etc. will operate based on guidance from health officials and Tennessee Secondary Schools Athletic Association (TSSAA).
<b><i>School-wide assemblies</i></b>	School-wide assemblies will not be allowed to reduce mass gatherings.
<b><i>Hallway Procedures</i></b>	Students will be expected to wear face masks in the hallways and practice social distancing.
<b><i>Additional Precautionary Measures</i></b>	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 will receive a Lenovo Chromebook that is in the 2nd year of a 3-year lease agreement. The chromebook 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 the students' last name. 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:

<b>Monday</b>	Fourth Grade
<b>Tuesday</b>	Fifth Grade/Seventh Grade
<b>Wednesday</b>	Sixth Grade
<b>Thursday</b>	Eight Grade
<b>Friday</b>	Individual student consultation by phone, Google Meet, or in person based on student request

*\*Students in the same family with different last names will have the option of attending school on the same day*

\*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. Communicate with students daily
2. Prepare and provide instructional resources/materials to complete 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

**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)

<b><i>Learning Environment</i></b>	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.
<b><i>Meal Prep/Distribution</i></b>	Meals will be available at Huntingdon Middle School each weekday.
<b><i>IEP and Other Required Meetings</i></b>	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 will receive a Lenovo Chromebook that is in the 2nd year of a 3-year lease agreement. The chromebook will provide students the necessary equipment (other than an internet connection) to access Google Classroom and Google Meet.

#### **Instructional Delivery**

- \*Students will receive a minimum of 6.5 hours per day of instruction in all their courses they are currently enrolled in.
- \*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' schedule 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. 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><b><u>Plan A</u></b>  <b>Reliable home internet access</b></p>	<p><b><u>Plan B</u></b>  <b>No internet access at home but has transportation to school</b></p>	<p><b><u>Plan C</u></b>  <b>No internet access at home and no transportation to school</b></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

**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

**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.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:00-8:45</b>	Block 1	Block 2	RTI Rotation	Block 3	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.
<b>9:00-9:45</b>	Block 1	Block 2	RTI Rotation	Block 3	
<b>10:00-10:45</b>	Block 1	Block 2	RTI Rotation	Block 3	
<b>11:00-11:45</b>	Block 1	Block 2	RTI Rotation	Block 3	
<b>12:30-1:15</b>	Block 1	Block 2	RTI Rotation	Block 3	
<b>1:30-2:15</b>	Block 1	Block 2	RTI Rotation	Block 3	
<b>2:30-3:15</b>	Block 1	Block 2	RTI Rotation	Block 3	

**Precautionary Measures**

Traditional, Virtual, or Distance Learning - Level 1,2,3,4

Temperature Checks (Staff, Students, Visitors) - Level 1,2,3,4

Requirement of Face Masks (Students and Staff) - Level 2

Frequent Sanitizing of School Facilities (Water Fountains, Student Desks, Restrooms, etc.) - Level 2,3,4

Breakfast/Lunch Seating Modifications - Level 2,3

School Visitors Screening - Level 2,3,4

Meal Prep/Distribution - Level 1,2,3,4

Bus Transportation - Level 2,3,4

Physical Education - Level 2,3,4

Extracurricular Activities - Level 1,2,3,4

Sick Student Procedures Modified - Level 2,3,4

Final Exam Exemption - Level 1,2,3,4

Attendance Procedures - Level 1,2,3,4

## **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.

**School Website** - All school announcements and changes that could affect students will be displayed on the school website at [hms.huntingdonschools.net](https://hms.huntingdonschools.net).

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