

Hancock County Schools Tentative Reopening Procedures 2020-2021



Hancock County Schools

Dr. Michael Belcher, Director

Phone: (423)733-2591 Fax: (423)733-8757 Website: www.hancockcountyschools.com

In Hancock County Schools, our top priorities are the health and safety of the students and staff. The HCS Leadership Team has been working diligently to safely welcome our students back to school in a traditional format on Monday, August 3rd. A distance learning option will also be provided for students. While there are many changes occurring in our world, the mission of Hancock County Schools, “Success through Perseverance,” continues to be our focus. Covid-19 information changes regularly; therefore, flexibility will be needed throughout the school year and instructional changes may take place. Thank you for your patience, understanding, and flexibility as we try to make decisions that will support student learning. Information regarding school reopening and changes throughout the school year will be communicated via the Hancock County Schools website (www.hancockcountyschools.com) and HCES’s and HCMHS’s official social media pages.

Table of Contents

[Building and Classroom Procedures](#)

[Screening Procedures for Student and Staff Arrival](#)

[Visitor Procedures](#)

[Busing Procedures](#)

[Cafeteria Procedures](#)

[Athletics and Extracurricular Activities](#)

[Response to Positive Covid-19 Cases](#)

[Virtual Learning Option \(K-12\)](#)

[2020-2021 District Calendar](#)

Building and Classroom Procedures

- Students and staff will be required to wear masks when social distancing is not possible. The mask fabric design may not be distracting and must follow the dress code.
 - The CDC recommends the use of masks. In an effort to try to have the safest environment possible, masks will be required to be worn by all.
 - Masks may be removed when students are outdoors.
- Each building will work on appropriate group sizing where feasible.
- Intensive cleaning/sanitation throughout all buildings will occur throughout the day and in the evening.
- Heavy traffic areas, such as offices, will be behind plexiglass.
- Signage will be posted in all buildings encouraging frequent handwashing and social distancing.
- Handwashing breaks provided where feasible.
- Hand-sanitizer stations will be installed in classrooms and common areas. Their use will be monitored and encouraged.
- The buildings will consistently utilize a misting sanitation sprayer in the schools when students are NOT present.
 - The mister quickly delivers disinfectant to large surface areas as well as hard-to-reach corners and crevices.
 - The misters provide better coverage than using the traditional spray/wipe method of cleaning.
 - The misters help reduce flu viruses, bacteria, and mold on surfaces that can otherwise be difficult to reach.

- When possible, desks will be arranged to face the same direction.
- Calculators, keyboards, manipulatives, and other necessary shared equipment will be sanitized between uses. Screens should not be directly sprayed with disinfectant.
- Tables and seats will be sanitized between classes as feasible.
- Sharing of classroom resources will be limited when possible.
- Checked out books or other materials will be set aside for four days before the next check out cycle.

Screening Procedures for Student and Staff Arrival

- Parents are asked to be diligent in monitoring their child's health which includes taking their students' temperatures prior to boarding a bus or arriving on campus. Anyone who feels sick should remain home. Please complete the [CDC Daily Parent Health Screening for Students](#).
- Before entering the building, all students and staff will be screened daily.
- No car riders or student drivers should arrive before 7:40 AM.
- Students will be able to report to homeroom at 7:45 AM to reduce congregation in common areas.
- If a student is found to have a fever or symptoms at school OR becomes ill during the course of the school day, he or she will be taken to a safe area of isolation while a parent or guardian is contacted. Students with a temperature of 100.4 will be taken to a secure area to rest. At the same time, the parent or guardian will be contacted to pick up their child.
 - If not already in place, immediately place a cloth face covering or a surgical mask on the ill individual (unless contraindicated) and move them to the place your school has identified as a safe area to isolate that individual.
 - Anyone assisting the individual should put on a cloth face covering or a surgical mask, eye protection, a gown and gloves, if possible.
 - Limit the number of people who are in direct contact with the ill individual.

- Ensure the individual is safe and does not need emergent medical attention. If the individual appears to be seriously ill, call 911 and inform them that you are calling about a possible/confirmed case of COVID-19.
- The secure area will be sanitized after the child leaves to go home.
- Each student must have two working emergency contact numbers on file at his or her school.

Any student or staff who has symptoms consistent with COVID-19 or who has been diagnosed with COVID-19 must isolate at home for a period of 10 days from the onset of their symptoms (or the date they were tested, if asymptomatic) AND must be fever-free (without the use of fever-reducing medications) AND have improvement in symptoms for at least 24 hours. This is not optional.

Visitor Procedures

- Visitors will be limited to mandatory activities and meetings.
- Visitors to buildings during normal operating hours will be limited by appointment only.
- All visitors will have a health and temperature screening before entering the building.
- A trained staff member will conduct the visitor health and temperature screening.
- All visitors must wear a mask inside the building at all times.

Busing Procedures

- All drivers will wear a mask.
- All buses will be equipped with hand sanitizing stations.
- Students will sit with family members or other students from their bus stop.
- 70% of buses will be equipped with seatbelts and students will be expected to wear them at all times.
- Students will fill up the bus from the back to the front.
- When possible, seats will be left open between families and students from the same bus stop.
- Buses will be sanitized daily with the misting sanitation sprayer.

Cafeteria Procedures

- Breakfast will be prepackaged and delivered to each child's homeroom in the morning.
- Clickers will be used instead of lunch pins to count students.
- Hand-sanitizer will be available in the cafeteria.
- Intensive cleaning/sanitation of the kitchen and seating areas will be completed several times throughout the day and after school.
- Cafeteria lines will be staggered where feasible.
- Seating will be spaced and alternate eating locations will be provided where feasible.
- No visitors will be permitted in the cafeteria.
- Meals will be available for pickup once per week for distance learning students.

Athletics and Extracurricular Activities

- Parents must sign an additional waiver for participation in athletics or extracurricular activities. These waivers will be available at each school.
- Students will have their temperature taken and answer a health screening questionnaire before participating in practice, games, or other activities.
- Handwashing breaks will be provided where feasible.
- Students must bring their own water bottles. No team water bottles will be used.
- Practices and other events will take place outside when feasible.
- Indoor spaces utilized by student groups will be cleaned and disinfected after each use.
- Parents and students will be updated as information and changes become available from the TDOE, TSSAA, and CDC.
- Students who have a fever above 100.4, or other symptoms of Covid-19, will not be permitted to participate in extracurricular activities.
- Students will be permitted to participate in athletics and extracurricular activities if participating in the virtual learning option.
- **Any student or staff who has symptoms consistent with COVID-19 or who has been diagnosed with COVID-19 must isolate at home for a period of 10 days from the onset of their symptoms (or the date they were tested, if asymptomatic) AND must be fever-free (without the use of fever-reducing medications) AND have improvement in symptoms for at least 24 hours. This is not optional.**

Response to Positive Covid-19 Cases

- If a positive test for COVID-19 occurs in a school building with a student or staff member, district and school administrators will work with local health officials, who will take the lead on notifications and contact tracing.
- The classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed.
 - If the person was in the school building without a face mask, or large areas of the school were exposed to the person, short-term accommodations may be required to clean and disinfect the larger areas.
- In accordance with state and local laws and regulations, school administrators will notify other staff while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and Health Insurance Portability and Accountability Act of 1996 (HIPPA).
- Families that are possibly affected by a positive COVID test will be notified by the health department for further guidance.
- Potential school closure will be based on the level of risk determined by local health officials and school administrators.
- In the event of a positive COVID test, a closure may be necessary. This decision will be made in collaboration with the local health department.
 - Closures may range from individual classroom/grade bands, school level, or system-wide.
- If a closure is needed for intensive cleaning/sanitation, electronic communication will be provided as quickly as possible via local media

outlets, the Hancock County Schools website (www.hancockcountyschools.com) and HCES's and HCMHS's official social media pages.

- **Any student or staff who has symptoms consistent with COVID-19 or who has been diagnosed with COVID-19 must isolate at home for a period of 10 days from the onset of their symptoms (or the date they were tested, if asymptomatic) AND must be fever-free (without the use of fever-reducing medications) AND have improvement in symptoms for at least 24 hours. This is not optional.**
- If the school is closed due to COVID-19, virtual learning will immediately be initiated for at least two weeks.
 - In this instance, parents will be allowed to check out one device per home if needed. Prior arrangements with the school must be made if a device is needed.
 - A Device Checkout Handbook will be provided in each student's registration packet and must be signed by the parent/legal guardian and returned before a student can receive a device.

Virtual Learning Option (K-12)

- A virtual learning option will be available to students who need to continue to self isolate.
- Attendance will be taken.
- An information/training event will be provided in grade-band level groups (depending on size and need).
- Students participating in virtual learning will utilize Google Classroom to access all instructional materials and assignments on a daily basis.
- Students participating in virtual learning are required to meet all assignment deadlines. Students are also required to communicate with their teachers via school email or other options for communication provided by the teacher.
- Students participating in virtual learning will earn grades just as those students participating in traditional instruction.
 - The uniform grading system set by the State Board of Education will be utilized.
- The choice to participate in virtual learning must be made for planning purposes **no later than Wednesday, July 29th at 12:00 PM**. Parents will declare their intent for learning using the following link:
<https://forms.gle/V9G62fafnzjbnKTs6>
 - If a submission is not made by Wednesday, July 29th at 12:00 PM, your student will be enrolled in the traditional format.
 - A form must be completed for each child in your home.
 - If you have questions about virtual learning please email Questions.schools@hcsk12.com

- If you have completed the virtual intent form and have changed your mind and wish to now complete the traditional path, you must let the school know by 12:00 PM on Wednesday, August 3rd. No changes can be made to your choice after this date due to scheduling. You will be in this program for the duration of the first nine weeks.
- Please check our frequently asked questions page on the website for more information. These questions will be updated frequently as more information becomes available.
- Students may return to traditional school from virtual learning at the beginning of any nine weeks. Please refer to the school calendar.
- Protocols for determining attendance will include:
 - Seeking and receiving daily visual, verbal, and/or written confirmation of student participation.
 - Examples of attendance expectations include such options as:
 - Students participating in a phone call with the teacher or parent/legal guardian support as appropriate for the age of the student
 - Students participating in synchronous virtual instruction
 - Students completing and submitting work in Google Classroom
- How-to videos and guides for parents and families to support virtual learning will be published on social media accounts and our district website.
- In the event that virtual learning becomes necessary for all students, the same protocols will be followed as optional virtual learning.

2020-2021 District Calendar



HANCOCK COUNTY SCHOOLS

2020-2021 CALENDAR

July 30		In-service
July 31		Administrative Day
August 3	1 st day of 1 st Semester	First day of school – Full Day
August 28	No school for students	In-service – Principal Directed
September 7	No school	Observe Labor Day
September 25	No school for students	In-service – Principal Directed
October 2	No school for students	Administrative Day/ End of 9 week grading period
October 12-16	No school	Fall Break
October 29		Parent/Teacher Conference 3:00 – 6:00
October 30	No school for students	In-service – Principal Directed
November 11	No School	Observe Veteran's Day
November 25-27	No School	Thanksgiving Break
December 18	Abbreviated Day (out at 11:30)	End of 9 week grading period
December 21-January 1	No school	Christmas Break
January 4	No school for students	Administrative Day
January 5	1 st day of 2 nd Semester	Students Return – Full Day
January 18	No school	Observe MLK Day
February 26	No School for students	In-service – Principal Directed
March 8		End of 9 week grading period
March 16		Junior ACT/9 th & 10 th PreAct/ 6th-8th practice TNready
March 18		Parent/Teacher Conference 3:00 – 6:00
March 22-26	No school	Spring Break
April 2	No School	Good Friday
May 24	No school for students	Administrative Day
May 27	Abbreviated Day (out at 11:30)	Last Day of School
May 29	Saturday	Graduation

Required:

180 instructional days of a 200 day calendar
 5 – In-Service Days/Professional Development
 4 – Administrative Days/Staff Development
 1 – Parent/Teacher Day