

HAYWOOD COUNTY SCHOOLS

Framework and Protocols for Re-Opening
2020 – 2021



Joey Hassell, Superintendent

Re-Entry Teams

GOVERNANCE

Joey Hassell, Toni Eubanks, Art Garrett

WELLNESS

Chris Davis, Yvette Blue, Toni Eubanks, Julie Taylor, Principals

INSTRUCTION

Yvette Blue, Sarah Aitken, Brittany Avent, Chris Davis, Drayton Hawkins, Denise Pearson, Gina Rawson, Jean Wills, Principals

FACILITIES

Jeremiah Cavitt, Tyler Howell, Principals

SCHOOL OPERATIONS

Art Garrett, Jeremiah Cavitt, Toni Eubanks

TECHNOLOGY

Gina Rawson, Jeremiah Cavitt, Anthony Wicker

Anderson Early Childhood Center

Charles Byrum, Principal

Haywood Elementary School

Anna Roberts, Principal

East Side Elementary School

Tressy Halbrook, Principal

Sunny Hill Intermediate School

Chris McCorkle, Principal (July 1, 2020)

Haywood Middle School

Michelle Tillman, Principal

Haywood High School

Latonya Jackson, Principal

Brittany Avent, Principal (July 1, 2020)



As any teacher, staff member, school principal or district superintendent can tell you, returning to school in periods of normalcy is hard. Doing so in the face of COVID-19, a public health pandemic with extreme uncertainties, will be monumentally difficult. The stakes could not be higher. An entire generation of students' academic, social-emotional, and mental health hangs in the balance. Public schools provide our children with hope and prepare them for productive work and fulfilling lives. They are a central source of community, a place to come together as a nation, to assemble openly, and to elect our public officials.

As the Haywood County Schools' (HCS) leadership team has been preparing for re-entry in the 2020-2021 school year, we have been reading and reviewing multiple documents and tools. We have structured our leadership to plan in the following key areas: governance, wellness, instruction, facilities, school operations, and technology.

In preparation for the 2020-2021 school year, our district and school leaders continue to press decisions against the established core values for Haywood County Schools:

- an environment of high expectations where all decisions are student-centered.
- passionate, caring, and focused employees who model leadership from where they serve.
- effective partnerships with family and community.
- a respectful, safe, and supportive learning environment.
- an environment where all students, staff, and school board members continuously learn and grow.
- honesty, integrity, and accountability for all.

Most importantly, Haywood County Schools must commit to knowing every student by name, strength, and need so that they graduate for the future they choose. To do this requires knowing our students and their families deeply, honoring their cultures and identities, ensuring materials and instruction are culturally relevant, and being willing to engage with students, families, and the community. We must act – daily, bravely – to be an anti-racist organization. Haywood County Schools must constantly ensure that every adult and child in our community is safe, seen, respected, and valued.

Additionally, it is the CDC guidance for reopening schools that provides Haywood County Schools with the most important details. As we plan for next year, we are looking through a lens focused on the following:

- Promoting Behaviors that Reduce Spread
- Maintaining Healthy Environments
- Maintaining Healthy Operations
- Preparing for When Someone Gets Sick

Specifically, the Haywood County Schools' leadership team has sought to address the following questions as we have planned and prepared for re-entry and re-opening:

- Under what community public health conditions is it safe to reopen our schools?
- When it is safe to reopen our schools, what precautions do all schools need to take to mitigate the risk of the spread of COVID-19?

Below is the framework that Haywood County Schools (HCS) will use to help decision-making within our school district related to the COVID-19 pandemic. The framework assesses virus spread within our community against the readiness and preparedness of our system to address subsequent needs. This framework will be used to determine which pathway HCS selects for reopening, but can also be used for other decisions. For example, HCS may consider decisions related to transportation options through the use of this framework. The district would need to look at the virus spread in our community on the vertical axis and then consider the readiness and ability of HCS to accommodate any potential health needs on the horizontal axis. Based on that connection point, the district would have guidance on the starting point for local conversations. *Please note that these are not static decisions. As health information in our community changes and as the district readiness changes, the decision-making may also adjust accordingly.*

HCS Framework for Re-Opening: Decision-Making Starting-Point

Virus Spread	Low	3 Blended learning may be necessary, but majority of delivery in person with additional distancing and cautionary steps	4 Schools may be fully operational and may return to normal
	Moderate	2 Blended learning, partial days or other mixed models with social distancing procedures	
	High	1 School building closures and virtual learning	
	Haywood County Schools' Readiness		
	Low		High

**Low virus spread is defined as no reported increases in the number of cases over the last 14 days. High virus spread is defined as high levels of community transition, including outbreaks or increases in cases.*

Movement from Phase 1 to Phase 4

- Moving from **1** to **2** requires consideration for district and school capacity to identify and address potential health concerns, as well as a clear plan in place for maintaining high standards for health and safety at school sites. At a level 2, if schools are physically open, strong measures will be put into place regarding social distancing, masks, etc.
- Moving from **2** to **3** would also include declining rates of identification and spread within a community. Health and safety guidelines should be closely followed, but there may be more flexibility available based on specific needs of the school system and local health policies and recommendations.
- Moving from **3** to **4** would indicate a clear decline in cases as well as significant capacity to address the virus within the broader community.
- A **4** would indicate that there has been a steady decline in cases (with a similar rate of testing) for two or more weeks, strong coordination related to address any surges, and support from state and local health officials.

Please note that within each of our buildings, our academic focus will remain on high-quality grade level assignments; strong instruction from our professional staff; deep engagement for our students; and high expectations for all. As we have worked to define and develop the plans for 2020-2021, we remain committed to improving the quality and expectations for each of our students. Our commitment to focus on the whole child through non-academic needs remains steadfast as well.

As a reminder, please note that these are not static decisions. As health information in our community changes and as the district readiness changes, the decision-making may also adjust accordingly.

On the following pages, protocols are provided for various areas of operation for Haywood County Schools. Please note additional guidance will be added as more information is available and more protocols are created.

- Health – Central Office Operations
- Health – Isolation Room and Procedures
- Health – School Operations
- Health – Social Emotional
- Health – Transportation Operations
- Health – Department of Health FAQ/Guidance
- Instruction – Virtual Teacher and Student Protocols

Central Office Operations

Low Virus Spread

- Normal office operations can resume.

Moderate Virus Spread

Office Building/Space Cleaning

- The Central Office Building will be cleaned and sanitized daily.
- Central office employees will periodically clean his/her desk and commonly used items in their office space.
- Proper hand washing and sneezing/coughing procedures will be posted around the building.
- Frequently used entrance/exit doors will be cleaned throughout the day.

Employees

- Staff will use hand sanitizer upon entering the central office building at any time of the day.
- Staff will have their temperature taken upon arriving to the office to sign in for the day.
- Any staff that has a temperature of 100.4 or higher will return home for the day.
- Staff will wear cloth masks when working with coworkers or other individuals.

Visitors

- Visitors to the central office building will be required to sanitize their hands and have their temperature checked upon entering the building. Any visitor with a temperature of 100.4 or higher will not be allowed to remain in the building.
- Visitors will be required to wear a mask while visiting the building.

Mail/Package Delivery

- Normal mail and package delivery procedures will be followed. If this requires the delivery man/woman to enter the building he/she will follow visitor protocol.

High Virus Spread

- Central office is closed.

Isolation Room

Room

- An isolation room will be designated at each school building. Signage on the door will designate.
- The isolation room will be located near the nurse's office and have access to an exit door to prevent contamination to additional school areas.
- The isolation room door will have a window in it for monitoring purposes and a sign indicating the space is an isolation area.
- Only essential easy to clean furniture will be allowed in the isolation room.

Isolation Procedure

- Students/staff presenting with a temperature of 100.4 or higher will be immediately escorted to the designated isolation room.
- Staff/student will be given a face mask, if tolerated, as he/she is being escorted to the isolation room. If face mask is not tolerated or not available, a tissue should be used to cover the individuals mouth and nose.
- The door to the isolation room should remain closed when occupied.
- Parents are to be notified of the student's condition and sent a request to pick up the student immediately.
- Parents will be instructed where to pick up and sign out the student to limit exposure.
- Students/staff in isolation will be monitored at all times.
- The school nurse will utilize the appropriate Personal Protective Equipment (PPE) when caring for anyone in isolation.
- A designated isolation cart will remain outside of the isolation room for access to medical supplies/equipment that may be needed. Equipment that is used will be thoroughly cleaned and disinfected.
- A log will be kept on the isolation cart with the name of anyone admitted to the isolation room, date, time entered, and time exited.

Cleaning & Disinfecting

- Once staff/student has vacated the isolation room, the room should be ventilated prior to cleaning and disinfection. This process should be followed for each case of isolation.

School Operations

Low Virus Spread

- Normal school operations can resume.

Moderate Virus Spread

Staying Home when Appropriate

- Staff and students should stay home if they are sick, showing symptoms of COVID-19, tested positive for COVID-19, or running a fever of 100.4 or above. Staff and students should also stay home if they have been exposed to a person with COVID-19. Attendance policies will be modified.

Hand Hygiene and Respiratory Etiquette

- School officials will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used.
- Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Cloth Face Coverings

- Face coverings (cloth) should be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult.
- Information will be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings. Proper use will be taught and reinforced in schools.
- Cloth face coverings should not be placed on: 1) children younger than 2 years old, 2) anyone who has trouble breathing, 3) anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Adequate Supplies

- Healthy hygiene behaviors will be supported by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.

Signs and Messages

- Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Regular announcements will be made on reducing the spread of COVID-19 on the intercom (PA) system in schools.
- Video recordings will be shared with staff, students, and families that include proper hand washing technique, sneezing and coughing technique, cloth face covering use, and other behaviors that prevent the spread of COVID-19.

Cleaning and Disinfection

- A daily cleaning schedule will be followed for increased, routine cleaning and disinfection of all school buildings/classrooms.
- School staff will clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, or cleaned between use.

Shared Objects

- Staff will discourage sharing of items that are difficult to clean or disinfect.
- Each child's belongings will be separated from others' and kept in individually labeled containers, cubbies, or areas.
- Staff will ensure there are adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Staff will avoid sharing electronic devices, toys, books, and other games or learning aids as much as possible. If these items are shared they will be cleaned and disinfected between use.

Ventilation

- School staff will utilize the building ventilation system to increase circulation as well as increasing circulation of outdoor air as much as possible, for example by opening windows and doors that are safe to open. Staff will not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

Water Systems

- Drinking fountains will be cleaned and sanitized daily, but staff and students will be encouraged to bring their own water to minimize use and touching of water fountains.

Modified Layouts

- Seating/desks will be spaced at least 6 feet apart when feasible.
- Desks will be turned to face in the same direction (rather than facing each other), or students will sit on only one side of tables, spaced apart.

Physical Barriers and Guides

- Physical barriers will be installed, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Physical guides will be posted at schools, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).

Communal Spaces

- Communal use of shared spaces such as dining halls and playgrounds with shared playground equipment will be staggered and cleaned and disinfected between use.
- Physical barriers, such as plastic flexible screens, will be added between bathroom sinks that are not at least 6 feet apart.

Food Service

- Children will be encouraged to bring their own meals as feasible. Meals served by food services will be individually plated meals and served in classrooms instead of in a communal dining hall or cafeteria.
- Disposable food service items will be used (e.g., utensils, dishes). If any non-disposable items are used they will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Food service personnel will wash their hands after removing their gloves or after directly handling used food service items.
- Food offered at any event, will be pre-packaged in boxes or bags for each attendee instead of a buffet or family-style meal. No food or utensils will be shared.

High Risk Staff and Children

- High risk staff will be offered options that include: telework or modified job responsibilities that limit exposure risk
- High risk students will be offered virtual learning opportunities.

Visitors and Field Trips

- Nonessential visitors, volunteers, and activities involving external groups or organizations will be limited.
- Virtual activities and events will be pursued in lieu of field trips.

Student and Staff Groups

- Student and staff groupings will be as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).

Staggered Scheduling

- Staggered arrival and drop-off times will be utilized for at least the first few weeks of school to limit contact between cohorts and direct contact with parents as much as possible.

Designated COVID-19 Point of Contact

- Julie Taylor will be the designee for responding to COVID-19 concerns. Her contact information will be shared with all parents and staff.

Sick Staff or Students

- Staff and families of sick students will be advised to follow the CDC's criteria to discontinue home isolation guidance.
- Staff and families of students should notify school officials if they or students become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Staff or students that have COVID-19 symptoms will be separated from other staff and students immediately. They will be taken to an isolation room within the building. School nurses will care for them using Standard and Transmission-Based Precautions. These individuals will be sent home or to a healthcare facility, following established procedures for safely transporting anyone who is sick, depending on the severity of their symptoms.
- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
- School officials will also inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

High Virus Spread

- Schools are closed.

Social Emotional

Survey

- Teachers and staff will be asked to complete a district survey that allows them to self-identify their need for social emotional support upon returning to work.
- Families will be asked to complete a district survey that allows them to self-identify a student's need for social emotional support upon returning to school.

Support for Teachers and Staff

- A "reconnect" time will be scheduled each day during our two weeks of Professional Development before students return. This will allow a time for social interactions for all staff as well as a time for any counseling services that might be needed.

Support for Students

- All schools will have a 45-minute block of time scheduled during the school day for students to participate in social and emotional activities. (Ex. The Leader in Me and Circles). This time will also be utilized by School Counselors or PCS to deliver counseling services.
- Each school will use The Leader in Me to provide lessons and activities to support social and emotional needs of students.
- All schools will have a referral process for students that need School Counseling or PCS services. This process will include a self-report process for students as well as a referral process for school staff.
- School Counselors will reach out to identified students who need additional social and emotional support on a weekly basis.

Transportation Operations

Low Virus Spread

- School busing operations proceed normally.
- No changes to schedules or seating patterns on the buses are required.

Moderate Virus Spread

Pre-Trip Cleaning/Preparation

- Buses will be cleaned and sanitized before running a bus route the next day.
- Buses will be equipped with cleaning supplies (Phenomenal), hand sanitizer, student rosters, and any other essential supplies before each bus route.

Bus Personnel

- Bus drivers and bus monitors will have their temperature taken each day before bus routes are run. (Temperature must be below 100.4)
- Bus drivers and bus monitors must wear a cloth mask when students are on the bus.
- Bus drivers and bus monitors must sanitize their hands before the bus route begins.

Loading Students on the Bus

- Each student will be given hand sanitizer upon loading the bus to clean hands.
- Students will load the bus one student at a time.
- Students will sit one student per seat starting with seats at the back of the bus and fill the bus to the front.
- Once seated the student should sit next to the window.

Procedure for Loading a Student Who Needs Assistance

- The bus driver and bus monitor should wear a cloth mask.
- The bus driver and bus monitor should clean and sanitize their hands before and after assisting the student on to the bus.
- All other safety precautions that are listed for “loading students on the bus” should be followed as well.

Bus Ride

- Students should stay seated for the duration of the bus route and keep their hands/feet to themselves.
- The bus driver or bus monitor should make sure the bus is well ventilated. (Air conditioning system, windows down, etc.)

Unloading Students from the Bus in the Morning (School)

- Students should unload the bus one student at a time starting at the front of the bus and continuing to the back.
- Students will have their temperature taken after unloading the bus at each school.
- Students will be given hand sanitizer as they enter the building and will report to his/her classroom.

Unloading Students from the Bus in the Afternoon (Home)

- Students should unload the bus one student at a time starting at the front of the bus and continuing to the back.

Cleaning for Buses that Run Multiple Routes

- Monitors will be assigned to buses that run multiple routes in the morning/afternoon.
- Monitors will clean seats with Phenomenal between bus routes.

Cleaning Between Morning and Afternoon Routes

- All buses will return to the bus shop to be cleaned and sanitized.

Cleaning After Afternoon Routes

- All buses will return to the bus shop to be cleaned and sanitized in preparation for the next day's routes.

High Virus Spread

- All busing operations are suspended.

Transportation Operations Car Riders

Low Virus Spread

- Car riding operations proceed normally.

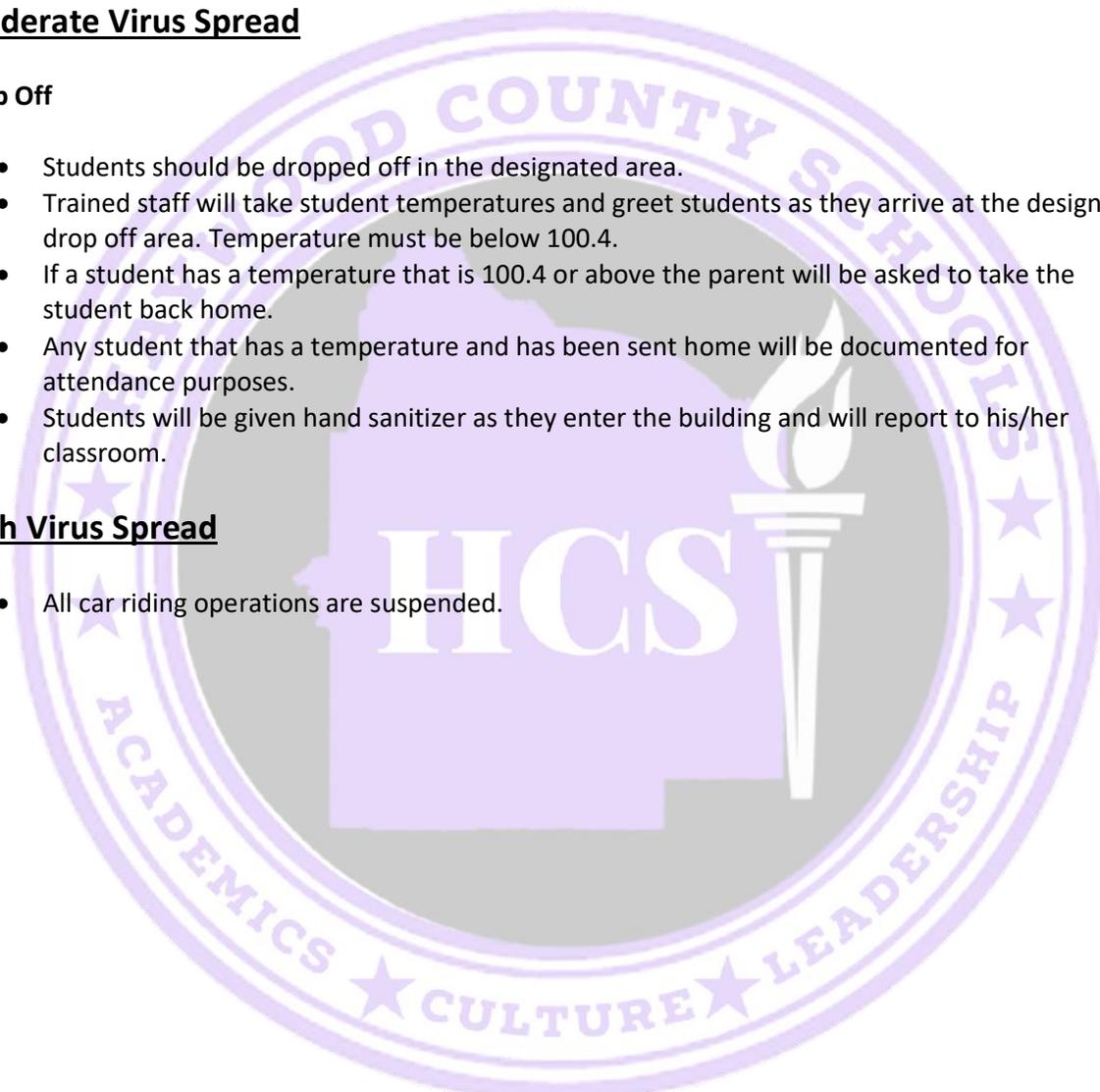
Moderate Virus Spread

Drop Off

- Students should be dropped off in the designated area.
- Trained staff will take student temperatures and greet students as they arrive at the designated drop off area. Temperature must be below 100.4.
- If a student has a temperature that is 100.4 or above the parent will be asked to take the student back home.
- Any student that has a temperature and has been sent home will be documented for attendance purposes.
- Students will be given hand sanitizer as they enter the building and will report to his/her classroom.

High Virus Spread

- All car riding operations are suspended.



Department Health – FAQ/Guidance

1. If a COVID-19 case is confirmed by the TDH and it is a student or employee, will the school be notified of a positive case? Will contact tracing be done by the health dept. to inform anyone else who may have been exposed or need further guidance? (For example, if a student in a classroom tests positive will the other classmates be made aware?).

Public health will communicate with the school if a case was present in the school while infectious, while maintaining the individual's privacy. Yes, contact tracing will be done... to identify close contacts only. This does not necessarily mean that every student in a class is defined as a close contact. This will be situation specific. For preschools and young children where social distancing is more difficult, it is likely that many or all may be considered close contacts. In upper grades, where students stay in their desks throughout the class, the close contacts may just be those who sit nearby.

2. If a nurse sees a student with COVID-19 symptoms and refers them to go home and see their local healthcare provider should we also notify the local health dept.?

No, no notification required for a single suspect case. If a nurse or other school official suspects a cluster of illnesses, yes, they should report.

3. Will the school be notified of positive cases?

1. Public health will coordinate with the school to conduct a thorough case investigation while also protecting patient privacy.
2. if there is an increase in cases in our area, these data are available at: <https://www.tn.gov/content/tn/health/cedep/ncov/data.html>
3. or if there is concern school should be closed due to a rise in cases? Schools do not have to wait for a recommendation from Public Health to close.

4. Are there statistics for county for age groups, # tested, positive cases, etc. that could be shared with the school administration/healthcare workers?

A downloadable dataset of cases by age group by county will be posted here, starting next week. It will include total case count (probable and Confirmed), it will not include the number tested. <https://www.tn.gov/health/cedep/ncov/data/downloadable-datasets.html>.

5. If a student or staff member tests positive will guidance be given by the health dept. on when they can return to school and will documentation be provided?

1. Yes, all positive cases are required to isolate at home according to the guidelines here: <https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/Isolation-QuarantineRelease.pdf>
2. The local/regional health departments can provide a "this person is cleared to return to normal activity" letter.

6. Will the school be updated with recommendations on guidelines given to the patients that test positive?

Guidelines for positive cases can be found here:

<https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/CaseGuidance.pdf>



INSTRUCTION

- I. Provide choice between a free virtual learning/homeschool opportunity and the traditional on-campus/in the classroom learning opportunity for all families; virtual learning teachers will be Haywood County School teachers. Students of families who enroll in the HCS Virtual Academy will receive HCS report cards and progress reports; virtual students will be eligible to participate in all HCS activities/events. Special education, related services, 504, and ESL support services will continue for all students who are eligible. Home School/Virtual students will use the EDMENTUM Virtual Curriculum. Students may transfer from virtual homeschool to on-campus learning and vice-versa as circumstances become necessary.

HCS Virtual Home School

- Registration - July 8, 2020 9:30 AM - 7:30 PM (@ Haywood High School)
- Virtual Classes Begin - September 8, 2020

- II. Provide continuous rigorous student engagement on campus with high-quality instructional curricula in literacy and numeracy for all students K – 12 as well as dual enrollment, dual credit, and advanced placement courses in grades 9-12.
- III. Support the implementation of staggered re-entry schedules (refer to school schedules) which will allow time to teach and learn safety/healthy protocols, logistical procedures, diagnostic assessments, etc.

Monday, August 3 – Thursday, August 13

Teachers and Staff Report (Planning, Preparation, & Professional Development)

Friday, August 14 - Student ½ Day

- Grades PK-8 - (AECC, HES, ESE, SHIS, HMS) - *Parents/Guardians learn school assigned days & even/odd day placement assignments (Note: Even/Odd Placement will take effect if we move to 50% capacity due to uptick in COVID-19 in HCS)*
- Grade Nine – (HHS) - Orientation

Monday, August 17 – Thursday, August 27

- Grades PK-2 - (AECC & HES) - School Assigned Days (Small Groups of 3-5)

Monday, August 17 – Friday, September 4

- Grades 3-8 - (ESE, SHI, & HMS) - Even/Odd Day Assignment (1/2 of class each day)

Friday, August 28 – Friday, September 4

- Grades PK-2 - (AECC & HES) - Even/Odd Day Assignment (1/2 of class each day)

Monday, August 17 –

- Grades 9-12 - (HHS & SOA) - Tomcat 1 (MWF) Gr 9 & 10 & Tomcat 2 (TTH) Gr. 11 & 12

Tuesday, September 8

- Grades PK-8 - (AECC, HES, ESE, SHIS, HMS) - All Students Report

Tuesday, September 8

- Grades K-12 - (AECC, HES, ESE, SHIS, HMS, HHS, & SOA) – **HCS Virtual School Begins**

IV. Provide training for all students, teachers, paraprofessionals, and administrators related to the HCS Learning Management System: system used to provide instruction (synchronous* and asynchronous**), assign and receive student work, record grades, provide academic feedback, communicate with students and parents/guardians. HCS will use the Microsoft Office 365 Suite as its Learning Management System for all instruction: on campus and online. Training sessions will begin June 2020 and continue throughout the 2020-2021 school year.

***Synchronous** – existing or occurring at the same time (students engaged with teacher all at the same time)

****Asynchronous** - not existing or happening at the same time (students engage in learning anytime that is convenient. Student will access recorded lessons/discussions; teacher is not present)

Getting Started with Microsoft Teams

- Overview of User Interface
Chat & Integrated Apps
- Creating and Joining TEAMS/Classes
- Downloading and Installing TEAMS desktop app
- Using integrated apps
- Adding/Inviting members

Meeting Dates:

Tuesday, June 23rd 9:30-11:00 a.m.

Tuesday, June 23rd 1:30 - 3:00 p.m.

Wednesday, June 24th 9:30 - 11:00 a.m.

Wednesday, June 24th 1:30 - 3:00 p.m.

Working with Students in Microsoft Teams

- Meetings/Class Meetings
- Assignments
- Quizzes
- Grades

Meeting Dates:

Monday, July 6th 9:30-11:00 a.m.

Monday, July 6th 1:30 - 3:00 p.m.

Tuesday, July 7th 9:30 - 11:00 a.m.

Tuesday, July 7th 1:30-3:00 p.m.

- A registration link sent to every HCS staff member via emailblast.
- Participants will be issued a generated code to join the Microsoft Office365 Teams Training via email.
- Participants who are unable to attend any of the scheduled dates will be able to access recorded meetings and shared videos as well as chats within the **Teams** app throughout the school year.
- Small group and one-on-one sessions will be available for additional support.

- Teachers with TEAMS and One Note expertise (per survey data) will be asked to serve as co-facilitators with Jessica Reggans.
- V. Provide training for all school counselors, teachers, paraprofessionals, and administrators aligned with social-emotional support for students via *The Leader in Me*: daily lessons (elementary and middle school) and restorative practices (high school): build relationships with students and parents, understand and exercise empathy, reset expectations and accountability.
 - VI. Provide social-emotional supports for the most at-risk students; services will be provided by school counselors, social workers, school psychologists.
 - VII. Promote and participate in the continuation of weekly curriculum-based PLCs for each schools' teams: in-person and virtually.
 - VIII. Support administrators in reclaiming intervention time to address 'unfinished' learning by way small groups and one-on-one as needed. Students' Fall 2020 diagnostic data and classroom performance will be the indicators used to structure additional academic supports.
 - IX. Provide extended day and extended school year learning opportunities for students in need of additional supports: extended day school, after school tutoring, summer school.
 - X. Provide devices (i.e. laptop/tablet) to students whose families have demonstrated a need for technical assistance.

Procedures for devices

- Virtual Online Learning Coordinator will work with
- Tech Liaison will work with tech dept for devices needed in case of school closures.
- Procedure details are being developed for each of the two scenarios and will be typed and distributed to coordinator and
- liaisons.

Priority of devices

- Virtual Online Learning students will receive first priority of devices. - ONGOING
- High School students participating in dual enrollment/blended learning will receive devices as next priority.- ONGOING as
- needed
- Middle School students participating in dual enrollment/blended learning will receive 1-1 devices-ONGOING as needed
- Students with special needs will receive priority for 1-1 devices. -ONGOING as needed
- All other students will receive one device per household. The device will be assigned to the oldest student with the younger
- students assigned as users to the device. - SCHOOL CLOSURES

WiFi Access Points

- Open up at each school so that students can come to school areas to access WiFi- In the event of school closures
- Mifi devices will be priority for those who do not have transportation to access at school-
- § Virtual Online Learning- ONGOING
- § HS/MS/SPED- SCHOOL CLOSURES

- Options of community WiFi access points will be discussed. This would allow students to go to community location to access
- WiFi. The location must have Ethernet in order to connect WAP for student use. - SCHOOL CLOSURES
- List of free WiFi access points within Haywood County



**INSTRUCTION – Homeschool Virtual Academy
VIRTUAL TEACHER PROTOCOLS*****

- XI. Teacher will communicate with each student via -hcsk12.net email addresses, phone, and Microsoft Office Teams video.
- XII. Teacher must turn on camera and microphone for each live video lesson, academic feedback conversation, tutoring, etc. Teacher and student will be recorded via the Teams video app.
- XIII. Teacher will record all class discussions and academic feedback conversations via Teams. Recordings will be housed in each class' files or in each student's virtual file (if appropriate) in Microsoft OneNote.
- XIV. Teacher will provide a recorded overview of the week's learning for each content area at the beginning of each week. Recordings are to be posted in each class file via Microsoft OneNote. Recordings will remain posted for the duration of the school year. Content – Calvert/Edmentum
- XV. Teacher will have a *minimum* of 3 recorded interactions with each student per week. Interactions: whole group or one-on-one (academic feedback); video or email
- XVI. Teacher will have set office hours each day to provide academic feedback, respond to general questions, communicate with parents, provide tutoring/additional support.
- XVII. Teacher will post grades weekly in PowerSchool; parents may access grades via Parent Portal. Progress reports and report cards will be issued as scheduled for the 2020-2021 school year (refer to HCS Calendar).
- XVIII. Teacher will post all assignment/project due dates in the class file and post in the class calendar (Microsoft Outlook).
- XIX. Teacher will contact parents if student does not participate in the week's learning. Parent will be contacted via email, phone call, or video.
- XX. Teacher will schedule Meet & Greet video calls with each student and parent during the month of August and again in January for grades 9-12.
- XXI. Teacher will respond to all email from the student/parent/administrator within 24 hours.

**INSTRUCTION – Homeschool Virtual Academy
VIRTUAL STUDENT PROTOCOLS*****

- XXII. Student will communicate with teacher via -hcsk12.net email address, phone, and Microsoft Office Teams video.
- XXIII. Student must turn on camera and microphone for each live video lesson, academic feedback conversation, tutoring, etc. Student and teacher will be recorded via the Teams video app.
- XXIV. Student will participate in each overview of the week’s learning either synchronously or asynchronously.
***Synchronous** – existing or occurring at the same time (students engaged with teacher all at the same time)
****Asynchronous** - not existing or happening at the same time (students engage in learning anytime that is convenient. Student will access recorded lessons/discussions; teacher is not present)
- XXV. Student will complete online assignments on the Calvert/Edmentum platform or in One Note as assigned. Assignments not on the Calvert/Edmentum platform are to be submitted via OneNote.
- XXVI. Student will respond to all email from the teacher/school counselor/administrator within 24 hours.
- XXVII. Student will complete all assignments and participate in all discussions/activities as outlined by teacher each week. Student will manage due dates posted on the class calendar (Microsoft Outlook).
- XXVIII. Student and parents will participate in a virtual Meet & Greet via Microsoft Office Teams during the month of August and again in January 2021 for grades 9-12.
- XXIX. Students should expect to engage in daily learning 3 to 5 hours per day (various content areas) (Monday – Friday) depending on the grade level.

NOTE:

Moderate Virus Spread and High Virus Spread

*** Virtual Teacher Protocols and Virtual Student Protocols will apply for all on-campus students and teachers. Course content: curricula and instructional materials currently in place.