

# HANCOCK COUNTY PUBLIC SCHOOLS

## Student Success Transition Plan

2020-2021

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**EVERY KID.  
EVERY CLASSROOM.  
EVERY DAY.**

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The Hancock County Public School District will be implementing safety precautions during the 2020-2021 school year to keep staff, students, and their families as safe as possible during the COVID 19 Pandemic. Parents who are uncomfortable sending their child to school will be allowed to take advantage of distance learning. The following are general guidelines and procedures and may be altered or changed at any time for the safety of our community.

## **A Message from Superintendent Kyle Estes**

HCPS Families -

I remain committed to protecting the health and safety of our students, staff, and community. The information in this document contains communication about important information you need to know. This is more important than ever and requires the support and cooperation of our entire community as we respond to the COVID-19 pandemic and the ever-changing landscape it brings to our community, state, and nation.

The Hancock County Public School district has adopted the Harvard Global Health Institute (HGHI) COVID-19 Risk Level model, which aligns with information disseminated by the Green River District Health Department (GRDHD) and the Kentucky Department for Public Health (KDPH). These status levels originate locally (GRDHD) and then are communicated and translated to the state and national platforms. HCPS will respond accordingly and cooperatively to the GRDHD assessment of our community COVID-19 status.

The HGHI model assigns a “color strategy” to identify the risk level in any given community based on the number of positive cases averaged to a per 100,000 people calculation. The colors assigned are Green, Yellow, Orange, and Red. Learn more at [Kentucky Department of Public Health COVID1-19 Dashboard](#).

HCPS will rely on this plan to assist in determining virtual learning and in-person learning. HCPS has developed a student success transition plan for in-person teaching and learning that continues to put the health and safety of students, staff, and community first.

As HCPS transitions in levels of virtual and in-person teaching and learning, we will adopt a two-week strategy. This means that Hancock County must experience two consecutive weeks of improved status before we will move down the continuum of strategies (from Red to Orange/Yellow to Green).

Due to the potential need for an immediate, emergency response, HCPS will move swiftly up the scale from levels of in-person to virtual learning if cases escalate in a school or the school district. For instance, if a school experiences an immediate escalation of COVID-19 cases, that school or the entire district may move to all virtual learning for a finite duration. This decision would be made by the Superintendent in consultation with local health officials. HCPS will remain in communication with our local health department officials as we experience COVID-19 cases in any of our schools.

Descriptions of both HCPS and community responses for each of the four statuses in the HGHI model are summarized below. This transition plan includes more detailed descriptions of what each color-coded status will look like for Hancock County Public Schools students, families, and staff.

**Green** = Five-Days a Week In-Person Learning (This only occurs after “Sustained” Green status.)

**Yellow or Orange**= A/B Schedule (Due to Hancock County population, HCPS will group these 2 levels.)

**Red** = Virtual Learning for all Preschool-12 Students (No In-Person Learning)



This plan will allow HCPS to respond in an organized, rational way to changing conditions to help our community understand the reasons for any changes in status that may be implemented throughout the year. It is also essential for every member of our community - students, families, and staff - to have a clear understanding of the expectations that are involved with any of the four status levels.

Regardless of the challenges we may face now or in the future, be assured that Hancock County Public Schools remains committed to providing the BEST education for ALL the students entrusted to our care.

Sincerely,

Kyle Estes, Superintendent

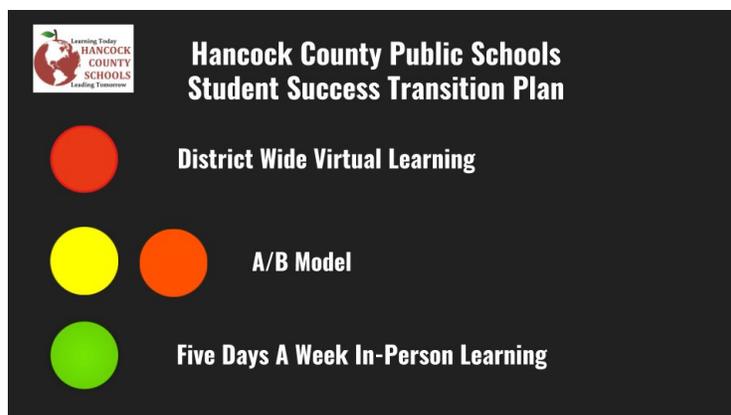
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# HCPS Student Success Transition Plan

## Instructional Models

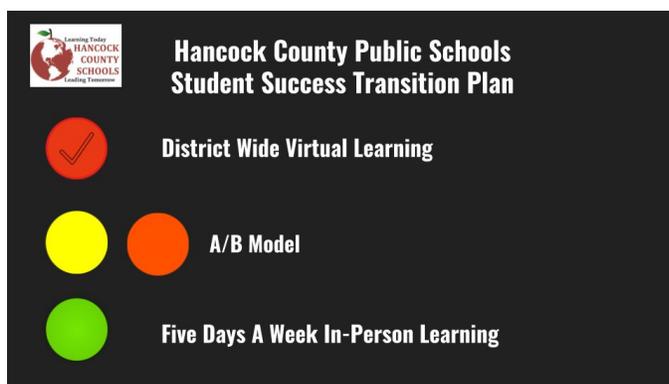


Hancock County Public Schools parents/guardians may select one of two options for their children: **In-Person Instruction or Virtual Learning.** Detailed information on both options is included below.

### **Option #1 - In-Person Instruction**

Within the In-Person Instruction option, it is important to note that three levels can be implemented as the COVID-19 situation evolves in our community. These three levels are based on the designation placed on Hancock County by the Harvard Global Health Institute (HGHI) COVID-19 risk level model, which aligns with information disseminated by the Green River District Health Department (GRDHD) and the Kentucky Department for Public Health (KDPH).

The HGHI model assigns a “color strategy” to identify the risk level in any given community based on the number of positive cases per 100,000 people.



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**RED** means District-Wide Virtual Learning only. This status is implemented if COVID-19 cases in Hancock County or the surrounding region reach a level that requires us to STOP in-person instruction. This status moves HCPS classes to a **Virtual Learning** model. During Virtual Learning, students receive instruction through a digital platform. They do not report to school for instruction.

In the **RED** category, Hancock County must experience two consecutive weeks of improved status before we will move down the continuum of strategies (from Red to Orange/Yellow to Green).

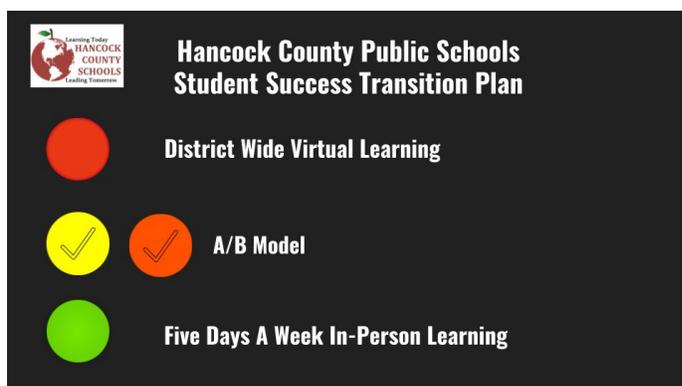
**EXCEPTION:** If after consultation with our local health department officials, it is determined that certain outliers resulted in a **RED** status for Hancock County. HCPS may elect, with support of the health department, to continue with an A/B Instructional Model.

Learn more about how Virtual Learning works here: <https://sites.google.com/hancock.kyschools.us/teamhancock>

This website is designed to provide helpful information for students who are learning from home. This site includes links and information about how to access Google Classroom, Meet, Apps, Chrome, and Infinite Campus. There is also information about the various WiFi availability in the community.

During Virtual Learning, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If your student is struggling with time management, he or she should contact his or her teacher for additional assistance.

Teaching and learning will be kept as the main priority of Virtual Learning. Teachers will structure the instructional day that appropriately fits each grade level. Teachers will be available during normal school hours, 8 am-3 pm. Also, some teachers may offer evening hours. This will be communicated effectively with students and parents.



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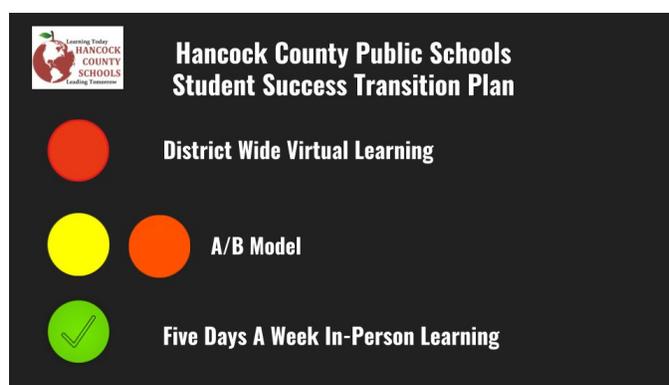
**YELLOW/ORANGE** means that it is safe for Hancock County Public schools to begin transitioning students to District-Wide Virtual Learning to A/B Model. This model allows the district to practice social distancing and other health and safety guidelines while having students in the school buildings.

All HCPS schools (preschool - 12th grade) will hold In-Person Learning on an A/B Schedule. This schedule will allow approximately 50% of our In-Person students into our school building on any given day.

- Students are assigned to one of two groups (A or B). When HCPS is operating in the **YELLOW/ORANGE** level, all students will alternate between In-Person Instruction and Virtual Learning.
- Children residing in the same household are assigned to either Group A or Group B.
- Students will not be allowed to switch A/B groups. Once assigned to a specific group (A or B), a student must stay with that group.
- A/B groups will be predetermined based on the geographical area.
- If the A/B model does not fit your family's needs, 100% Virtual Learning will be provided.
- The A/B schedule will be structured as follows:
  - Group A - Attend In-Person classes at school on Monday and Tuesday, and participate in Virtual Learning on Wednesday and Thursday.
  - Group B - Attend In-Person classes at school Wednesday and Thursday, and participate in Virtual Learning on Monday and Tuesday
  - Groups A and B will participate in Virtual Learning each Friday. This day will consist of Virtual Learning and instructional support days for all students.
  - ALL students participating in this model will be required to attend and participate in Virtual Learning each Friday.
- Students will be required to complete Virtual Learning classwork on-time just as if they were attending In-Person classes daily. Teachers will communicate expectations regarding the submission of assignments.

- Virtual Learning - Students learn together online, participating in small groups, class meetings, assemblies, and other school activities. Also, there may be some independent learning activities for Virtual Learning Days.
- Virtual Learning - Students independently engage in learning activities. They may also watch videos and complete lessons online.
- Families who have questions and concerns about internet access/device accessibility should direct questions to their school.
- See attached information regarding WiFi resources that are available in the community.

In the **YELLOW/ORANGE** category, Hancock County must experience two consecutive weeks of improved status before we will move down the continuum of strategies (from Yellow/Orange to Green).



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**GREEN** means Five-Days-A-Week In-Person Learning. Hancock County Public Schools will resume **In-Person Teaching and Learning** for students who choose in-person learning five-days-a-week when our community has earned the Harvard Global Health Institute (HGHI) designation of GREEN status for **14 consecutive days**. Once this is accomplished, the return to 5 days per week in-person learning would be publicly announced and the date would be advertised to allow staff and parents to prepare for the change.

## **Option #2 - Virtual Learning**

- Virtual Students will be assigned to an A or B group as well.
- Virtual Learning is designed for students and families with health concerns related to COVID-19.
- Virtual Learning will take place 100% off-campus. Virtual students receive instruction online Monday - Friday.
- Educational standards will be aligned with grade-level expectations and instruction.
- Students will participate in engaging tasks and activities and are expected to participate daily. Students are required to complete Virtual Learning classwork on time just as if they were attending in-person classes daily. Teachers will communicate expectations regarding the submission of assignments.
- Assignments and workload will be appropriate for age and grade level.
- There will be weekly opportunities for students to connect with their traditional classrooms.
- Students participating in Virtual Learning will have frequent access to certified teachers and support staff.
- Students who choose to participate in Virtual Learning will have access to a district provided device.
- District staff will provide parent support and coaching to families choosing Virtual Learning.
- More about Virtual Learning and Resources can be found here:

<https://sites.google.com/hancock.kyschools.us/teamhancock/teamhancock-virtual-learning>

## **“Switching” between Option #1 and Option #2**

Students may be allowed to switch between In-Person Learning and Virtual Learning (Option #1 and Option #2). Procedures and rationale for determining a necessary change in placement may be assessed, discussed, and explained in a meeting between parents, teachers, and school level administrators. The determining factor(s) for a change may be based on the individual needs of each student.

# HCPS Student Success Transition Plan

## General Expectations and Operations

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### Exceptional Learners

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- Students already served through special education services or Section 504 will continue to receive supports outlined in the IEP or 504 plan.
  - Students with disabilities will continue to have equal access to the same opportunities as the general education student population, including Free Appropriate Public Education (FAPE).
  - Each student with a disability, to the greatest extent possible, will receive specially designed instruction, and related services identified in the student's IEP developed under IDEA, or accommodations developed under Section 504 plan.
  - Admission and Release Committees (ARC) will convene and make appropriate recommendations to meet individual student needs to ensure continued growth in the educational curriculum and on IEP goals and objectives.
  - Section 504 and ARC teams will continue to conduct initial, annual, and re-evaluation meetings.
  - Meetings may be held in-person, via telephone, or virtually.
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### Preschool

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- Preschool classrooms will be set up in a reduced capacity to allow social distancing.
- Age-appropriate signs and stickers will be used to encourage students and adults to stay 6 feet away from one another.
- In full-day classrooms, at least 6 feet will be provided between sleeping mats and cots.
- Temperature checks will be conducted on every child and adult entering the building.
- All staff will wear masks.
- Limit teaching and learning materials to those that can be easily cleaned and disinfected.
- Home visits will be conducted virtually.
- Virtual/Remote preschool activities will be available to allow for continued engagement when HCPS moves to yellow/orange or red levels.

- Virtual/Remote preschool activities will include a literacy/language, math, gross motor, and social-emotional component each week.
- Virtual/Remote preschool will include a family component each week.
- Preschool will begin in-person sessions on October 12 (According to risk level model guidance)

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## **Gifted and Talented Learners**

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- Elementary Gifted and Talented students who choose in-person instruction will receive services via a weekly pull out program with the gifted resource teacher. Students on distance learning will receive services via a virtual platform, which may consist of differentiation within the virtual lesson of the regular classroom teacher, independent projects, virtual enrichment, or virtual GT group lessons.
- Middle School students who attend in-person instruction will receive services via weekly pull-out groups with the gifted resource teacher as scheduling allows. Students with scheduling conflicts due to smaller class sizes will receive gifted services virtually. Students who attend virtual learning will receive services via a virtual platform. Virtual gifted services at the middle school level may consist of any but not all of the following: differentiation within the virtual lesson of the regular classroom teacher, independent projects, virtual enrichment, virtual group lessons.
- High School students, both in-person and virtual learners, will receive gifted services through advanced and honors classes.

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## **Attendance Policy - Virtual Learning/In-Person**

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- Students who are “In-Person” will be expected to be in attendance at their respective schools on days in which they are assigned to attend. Those students who are not present on assigned days will be required to present a valid excuse per HCPS district policy. Students who fail to provide a valid excuse will be given an unexcused absence.
- On days in which “In-Person” students are not assigned to be present at their respective schools, they are responsible for attending virtually or working remotely on course assignments. For those students who cannot participate virtually, class participation will be determined by the teacher based upon completion/participation of assigned classwork. Failure to complete assigned coursework will result in an unexcused absence.
- Daily Attendance Monitoring - Teachers will monitor student attendance using the methods listed below:

- In-person classroom attendance
- Virtual classroom participation
- Completion of coursework assigned on virtual attendance days
- As defined by Kentucky State Law, 3 unexcused absences qualify a student as being truant. 6 unexcused absences qualify a student as being a habitual truant. Please see the Hancock County Schools [“Code of Acceptable Behavior and Discipline”](#) for further information regarding attendance protocols.
- Efforts to prevent and correct attendance-related issues will include but not be limited to the following:
  - Teachers and staff will make daily efforts to contact students and/or parents/guardians when appropriate.
  - The School administration will monitor attendance daily.
  - School staff will make daily efforts to contact the parent/guardian of absent students who have yet to notify the school regarding the nature of the student’s absence.
  - Administration may conduct visits to the homes of students who have accumulated multiple unexcused absences.
  - School officials will solicit the help of both school and community resources to remove barriers for regular school attendance.
  - Both school and district officials will notify parents/guardians by letter after students have accumulated multiple unexcused absences. District administrators may request a meeting with parents/guardians to resolve attendance-related issues.

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## Student Arrival and Dismissal from School

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### **Arrival**

- To facilitate social distancing, entry doors will be designated based on arrival method:
  - Bus Riders
  - Parent Drop -Off
  - Walk to School (Middle and High School)
  - Student Drivers (High School)
  - Students with unique needs
  - Midday Arrivals
- Entry Protocols will be established to maintain social distancing to the best of our ability.
- All students will have their temperature taken upon arrival.
- Sanitizer stations will be placed at each entrance. Students will sanitize hands upon entry.
- Students will report directly to their classroom or other designated location.

- Parents may not accompany students into the buildings.
- School start and end times are as follows:
  - Middle School/High School - 7:55am-3:05pm
  - North Hancock - 8:05am-3:05pm
  - South Hancock - 8:15am-3:15pm

### **Dismissal**

- Dismissal times may be staggered to limit the number of students in the hallways and exit areas at any given time.
- Sanitizer stations will be placed at each exit, and students will be encouraged to sanitize hands before leaving.
- Parents picking up students during the day should call ahead so that students can be sent or accompanied to the parent vehicle upon arrival.

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## **Meal Procedures**

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**To provide the safest accommodations for your child's nutritional needs, students/staff will be required to follow specific guidelines and procedures:**

- Breakfast will be served “grab and go” style and will be available upon student arrival. Breakfast will be taken to the classroom.
- We intend that lunch will be served and eaten inside the cafeteria. If the cafeteria reaches capacity and social distancing cannot be maintained, some students will need to eat inside the classroom, designated outdoor areas, or other available space.
- Cafeteria capacity will be based on current guidelines. Social distancing will be provided in each cafeteria.
- Signage and staff will reinforce social distancing and traffic patterns in the cafeteria.
- When pre-packaged meals are not served, cafeteria staff will serve each student all meal components, including milk.
- Disposable food containers and utensils will be used in all meal services.
- To avoid students touching PIN pads, students will be charged for meals or a la carte items after giving their PIN number to the cashier.
- Hand sanitizer stations will be available at entrances and exits of the cafeteria.
- Students will follow social distancing in the cafeteria by adhering to floor decals.
- Students will be seated adhering to social distancing guidelines and will be facing in the same direction.
- Students will enter the cafeteria on an interval schedule ensuring social distancing.

- Cafeteria tables will be washed, rinsed, and sanitized between lunch shifts using products approved by the EPA for use against SARS-CoV-2. Disinfection procedures will adhere to FDA guidelines.
- Meals will be provided to Virtual Learners as requested by the parent/guardian through the appropriate means.
- Water fountains will not be available for usage. Bottled water will be provided to students as needed. It is strongly recommended that students bring water bottles as well.

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## **Transition to Classes**

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- Students and staff follow protocols for face coverings.
- Staggered release times from each class will be organized and limit the number of students in the hallway when possible.
- Traffic patterns will be established throughout the school that separates individuals to the greatest extent when possible.
- When transitioning between classes, students will follow directional signage that has been placed on the floors and walls.
- Where possible one-way traffic throughout the school will be developed.
- Staff will be assigned to areas throughout the building to ensure guidelines are being followed.
- Signage will be posted to reinforce social distancing.

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## **Off-Campus Student Activities - OCTC, Welding, Internships, etc.**

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- Students will be health-screened each time they enter the building, including when they arrive in the morning, and when they return from outside campus sites.
- When possible, schools will limit students from leaving and returning to campus after school before travel or the start of extra-curricular activities or co-curricular activities.
- Students who attend OCTC classes and utilize the HS Media Center for study space must schedule their time with the front office and will be assigned workspace, after proper health screenings. They will not visit other areas of the school.
- Students are expected to provide their transportation to both the Owensboro and Lewisport Campus sites.
- While attending off-campus sites, students will maintain social distancing requirements and follow appropriate PPE guidelines.

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## School-Wide Activities

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- Any school-wide event approved to be held on campus needs to adhere to social distancing requirements.
- School-wide events may be live-streamed or occur virtually when possible.
- To limit larger gatherings, club meetings should be held virtually when possible. If meeting in-person is required, groups should utilize larger meeting spaces, or multiple meeting opportunities will be provided.

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## Extra-curricular Activities

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**All students will be permitted to participate in Extra-curricular activities regardless of attending In-Person Instruction or Virtual Learning.**

### **Athletics**

- Athletic practices and contests will be conducted following safety protocols provided by guidance from HCPS, Green River Health Department, Kentucky Department of Health, and the KHSAA. This will include COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizing stations will be in gym facilities, and equipment will be sanitized regularly.
- Locker room usage will be determined by the local health department and KHSAA. If locker rooms are used, social distancing will be applied.
- Bus travel to and from competitions will follow the recommended guidelines of KHSAA, KDE, HCPS, and the local health department.
- Spectator attendance will be determined by HCPS, local health department, and guidance from KHSAA.
- Event procedures will be in place to minimize in-person interactions.
- Concession items and/or sales will be limited to encourage social distancing and follow health and safety guidelines.
- The District Athletic Director will stay in constant communication with the local health department, KHSAA, KDH, and HCPS District Health Coordinator to report updates and changes to procedures.

### **Band/Choir - MIDDLE SCHOOL AND HIGH SCHOOL - [CLICK HERE FOR FURTHER GUIDANCE](#)**

- Band and Choir classes will be socially distanced with masks.

- Masks will only be removed, in band, when a student is playing his/her instrument.
- Band students will wipe down their instruments after each use.
- Every student will use his/her instrument and supplies (school instruments will not be shared across grade levels).
- Bell covers will be utilized for wind instruments that are at high-risk for producing and expelling aerosols.
- Absorbent materials (such as puppy pads or paper towels) will be used for students playing brass instruments that need to empty water keys.
- Per KDE regulations, students playing wind instruments will be allowed to lower their masks while playing their instruments but must raise their masks when speaking or during extensive “downtime” during a class. Students playing percussion instruments will wear masks at all times.

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## **Safety in the Classroom**

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### **Classroom Configuration**

- Seating Charts will be kept in each classroom.
- Desks and tables will be socially distanced as much as possible. Students will be spaced 6 feet apart when possible. All students will be facing the same direction.
- Sharing of supplies will be discouraged. When supplies are shared, they will be sanitized between uses.
- Blankets, pillows, classroom rugs, and other shared non-essential items will be removed from the classroom.
- Recommended procedures from the Guidance on Safety Expectations and Best Practices for Kentucky Schools will be applied to all classrooms when possible.

### **Collaborative Work and Projects**

- It is required that students who work in pairs or groups wear a mask when social distancing cannot be maintained.
- When possible, technology will be utilized when students are engaged in collaborative work.
- Group or pair work can be implemented while social distancing.

### **General Classroom Supplies**

- Signage will be posted in all classrooms regarding protocols.
- Multiple locations of hand sanitizer, tissues, and trash cans will be available.

## **Physical Education Classroom Protocols**

- When possible Physical Education classes will be held outside to allow for maximum physical distance between students.
- Close contact activities will be avoided.
- Signage will be used on the gym floor and bleachers as reminders of social distancing rules.
- Locker room procedures will be implemented to follow social distancing.
- Activities requiring multiple students to touch or handle the same equipment will be minimized.
- High touch areas will be sanitized and access to handwashing will be available.

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## **Mental Health Support and Services**

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Hancock County School District and our school staff members are committed to supporting students' social and emotional wellness, especially during this challenging time. We are continuing to provide services and resources to ensure our students' transition back to school as smoothly as possible. Supports may include social/emotional learning, building relationships, and increased access to mental health. We will work closely with families regarding awareness of how students are feeling and assess their individual needs to provide the support they need during this difficult transition. Please reach out to the guidance counselor at your students' school if you have any questions or require assistance. You can find their information and a request for assistance form on our website,

<https://sites.google.com/hancock.kyschools.us/teamhancock/teamhancock-mental-health>

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## **Family Resource and Youth Service Center**

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If your family has specific concerns or needs, including those involving emotional or mental health, please reach out to the Family Resource or Youth Service Center at your school. We are here to support and serve you and your family. We can help put you in touch with community resources and agencies who can provide support and further assistance. You may visit our website to access the FRYSC request from specific schools,

<https://sites.google.com/hancock.kyschools.us/teamhancock/teamhancock-frysc>

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## School Health

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Hancock County Public Schools has partnered with Family Health Care Associates (FHCA) to provide Registered Nurses in all of the schools in our school district, as well as a Nurse Practitioner. FHCA will be able to provide COVID-19 testing to students and staff as needed. Another testing such as Flu and Strep will be provided as needed in the school health office. School Nurses and the Nurse Practitioner will provide other school health services as needed and will assist the school district to ensure the health and safety of all students and staff. Please visit our website to meet our nurses and learn more about this service,

<https://sites.google.com/hancock.kyschools.us/teamhancock/teamhancock-health-safety>

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## Protocols for Campus Visitors

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**To ensure the health and safety of students and staff, non-essential visitors will be restricted. Unscheduled visits to campus are strongly discouraged. All visitors who enter the building will be REQUIRED to wear a face covering. Schools will utilize virtual meetings when possible to limit school visitors.**

### **Visitor Screening/Personal Protective Equipment (PPE) Requirements:**

- To ensure the health and safety of all students and staff, parents and guardians will not be allowed to eat lunch with their children at school until further notice.
- All individuals entering the building will be required to wear a face covering.
- All visitors will have their temperature taken.
- All visitors must complete a visitor [symptom screening form](#).
- Phone calls and virtual meetings will be held when possible.
- Visitors and staff will maintain social distance when school meetings are required.
- Please make an appointment to schedule an in-person meeting.
- Outside Agencies will not be allowed to provide services inside the school building at this time.

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## Transportation

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**During this Pandemic transporting your child to school is the most effective mode of transportation to limit the spread of COVID-19. However, if that is not possible, bus transportation will be provided. Social-Distancing (6 feet of distance between riders) is not achievable on school buses. If you choose bus transportation for your student, the following guidelines will be required.**

**The Transportation Department will provide the following measures to ensure the safety of our students and staff members:**

- All drivers and monitors will be required to have their temperature taken and complete a symptom self assessment before beginning their route. If their temperature is over 100.4, they will not be allowed to drive their route.
- All drivers and monitors will be required to wear a face covering at all times during their route.
- All monitors will be required to wear gloves at all times during their route.
- The parent/Guardian will take the student temperature and assess the student for COVID-19 symptoms before the student boards the bus. If a student has a temperature or exhibits COVID-19 symptoms, the parent/guardian will keep the student at home.
- Each bus rider should have a COVID affidavit on file completed by the parent or guardian.
- Parents/guardians should be readily available for their students to return home if the student has a temperature of 100.4 or above.
- When possible parents/guardians should monitor the bus stop and help remind students of the social distancing requirements.
- Hand sanitizer will be provided on each bus and should be utilized by students upon entering and exiting the bus.
- Buses will be frequently cleaned (seats, windows, step rails) after routes are completed (morning and afternoon routes.) Bus windows will be left open whenever possible.
- ALL students shall wear face coverings while on the bus.
- For some students, it may not be safe to wear a cloth covering due to intellectual and developmental disabilities, mental health conditions, or other sensory sensitivities. These students should consult with a licensed healthcare professional for advice about wearing alternative face coverings. Some exceptions can be made but will need to be discussed with school administration before transporting students.
- It is required that students keep their hands to themselves and not to pass objects back and forth.

- It is expected that each student will wear a mask upon entering the bus, if the student is not wearing a mask, one will be provided. If a student refuses to wear a mask or will not keep the mask on during the route, the school administration will contact the student's parent/guardian to discuss bus riding privileges.
- Each rider will have assigned seats while riding on the bus.
- Seats will be filled from the back to the front.
- Students who live in the same household will be required to sit together.
- The seat behind the driver will be left empty when possible.
- Schools will organize effective loading and unloading procedures to accommodate social distancing.
- Each bus will have a roster of eligible student riders and document the assigned seats for contact tracing. Rider attendance will be documented before unloading and loading at school.
- Due to the need for seating charts for contact tracing, students shall only be allowed to ride the bus from their home/regular pick up and drop off destination. Students WILL NOT be allowed to load the bus with another student except in emergency circumstances that have been approved and communicated with the school administration and the Director of Transportation.

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## Protocols for Screening and Isolation

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**All students and staff will be screened for COVID-19 symptoms daily. Individuals who present symptoms will be isolated and sent home.**

### **SCREENING PROTOCOLS**

- Staff will be required to complete a daily self assessment screening for COVID-19 symptoms before coming to work.
- Parents/guardians are expected to screen their students daily for COVID-19 symptoms before sending their students to school.
- Upon arrival at school, all students will have their temperature taken. A student with a temperature of 100.4 or above will be separated and sent home.
- Teachers will monitor students throughout the day and refer them to the school nurse if symptoms present.

### **ISOLATION PROTOCOLS**

**Student or Staff Displaying COVID-19 Symptoms (Fever 100.4 or above, a new rash, new uncontrolled cough, vomiting, diarrhea):**

- Students with COVID-19 symptoms will be sent to the school nurse for an assessment.
- Students who are ill will be separated from others and should be picked up from school within 30 minutes, no later than 1 hour from the time the parent/guardian is contacted.

- Anyone sent home with COVID-19 symptoms or a fever greater than 100.4 may return to school **ONLY** if they provide official documentation of a negative COVID-19 test. If not tested the student must provide official documentation of a medical diagnosis other than COVID-19 **AND** be fever free for 24 hours without fever reducing medication.
- If the student is not tested and does not receive documentation of a medical diagnosis other than COVID-19, they must isolate following current CDC guidance.
- Staff members sent home with COVID-19 symptoms or a fever greater than 100.4 may return to work **ONLY** if they provide official documentation of a negative COVID-19 test. If not tested the staff member must provide official documentation of a medical diagnosis other than COVID-19 **AND** be fever free for 24 hours without fever reducing medication.
- If the staff member is not tested and does not receive documentation of a medical diagnosis other than COVID-19, they must isolate following current CDC guidance.
- Students or staff members that are exposed to a positive COVID-19 individual will be contacted by the local health department and may be asked to self-quarantine for up to 14 days and not return to school/work during that time.

### **HCPS COVID-19 Exposure/Infection Protocol**

**Please visit our website to view an updated Decision Tree for COVID-19 Response - [Click Here](#)**

#### **Exposure:**

- Exposure is defined as being within 6 feet of an infected individual for longer than 15 minutes regardless of face covering.
- Parents/Guardians of students who have been exposed to a positive COVID-19 individual will be notified by the local health department. Individual names of the infected students will not be disclosed per **HIPAA**.
- A student with a lab-confirmed positive test for COVID-19 will follow instructions of the local health department and may be required to quarantine at home for a minimum of 14 days. The student may return to school as follows:
  - At least 10 days since symptoms first appeared, **AND**
  - At least 24 hours fever free without fever reducing medication, **AND**
  - Symptoms have improved, **AND**
  - Students must provide written medical clearance from a physician before returning to school.

**Family Member Exposure:**

- Families are asked to notify local health department officials immediately if there is a confirmed positive COVID-19 case within the household.
- Students with infected family members (anyone in the same household) will be placed on Virtual Learning until cleared to return to school by the local health department.

**Teacher Exposure:**

- Infected teachers will quarantine as directed by the local health department.
- If health officials allow, the infected teacher may teach remotely.
- Families of students who may have been exposed by an infected teacher will be notified by the local health department. **HIPAA laws will not allow us to disclose the names of infected teachers or staff members.**
- Classrooms and spaces that may have had exposure to infection will be disinfected.
- Any co-workers who may have been exposed to an infected teacher will be notified of the confirmed case by local health officials.
- The teacher must provide written medical clearance from a physician before returning to work.

**Non-Teaching Staff Member Infection:**

- Infected non-teaching staff members will quarantine as directed by the local health department.
- If health officials allow, the infected non-teaching staff member may work remotely if the position allows.
- Families of students who may have been exposed by an infected staff member will be notified by the local health department. **HIPAA laws will not allow us to disclose the names of infected teachers or staff members.**
- Non-teaching staff members' workspaces will be disinfected.
- Any co-workers who may have been exposed to an infected non-teaching staff member will be notified of the confirmed case by local health officials.
- The non-teaching staff member must provide written medical clearance from a physician before returning to work.

### **Classroom and School-Wide Infection:**

- Classroom and school-wide infections will be tracked and monitored on a daily and weekly basis. In the event of a classroom or school-wide outbreak, HCPS officials refer to the “Student Success Transition Model” and will consult the local health department regarding recommendations for school closures and quarantine measures that may be necessary. If school/district closure is necessary, virtual learning will begin.
- HCPS will follow local, state, and federal health guidelines.

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## **Protocols for Face Coverings for Students and Staff**

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**Protective measures, including face coverings, will be required based on guidance from the Kentucky Department of Public Health, Green River District Health Department, and the Kentucky Department of Education (KDE).**

**At this time, ALL students (K-12) and staff are required to wear cloth face coverings regardless of social distancing. Preschool students are not required to wear face coverings.**

**Masks should be worn correctly. It is not acceptable for masks to be lowered during the school day, even when social distancing can be achieved. Masks should only be lowered when actively eating or drinking. Students' individual needs will be addressed on a case-by-case basis. Requests for accommodations should be submitted to the school principal. Licensed medical documentation on official letterhead, including a medical professional's signature, must be provided to be exempt from wearing a face covering.**

### **STUDENT DISCIPLINE**

- If there are multiple documented incidents of defiant non-compliance to wear masks, the student may be transferred to Virtual Learning.
- Any student who intentionally demonstrates a disregard for the health and safety of others (intentionally coughing, sneezing, spitting, etc. on others) may be transferred to virtual learning after a conference with school administration.

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## Protocols for Hand Sanitizing

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**Frequent hand sanitizing will ensure the health and wellness of students and staff.**

### **Hand Washing/Sanitizing Expectations**

- The alcohol-based sanitizers will be available at the main entrance to every school, in classrooms, cafeterias, and in the common areas throughout each school.
- Staff and students will be expected to regularly wash or sanitize their hands thoroughly.
- Staff will limit the use of shared student supplies when possible.

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## Protocols for School Cleaning and Disinfecting

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**Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.**

### **Daily School Cleaning**

- Each classroom and restroom will be disinfected daily.
- All high touch areas will be disinfected frequently each day.
- Staff and students will wear masks during work hours at all times unless eating or drinking.
- The cafeteria will be cleaned between each lunch shift.
- Staff will have access to cleaning supplies (disinfectant wipes, hand sanitizer, soap & water, etc.) to sanitize work surfaces during breaks in instruction.

### **Additional Cleaning Measures for COVID-19 Cases on Campus**

- If a classroom or facility is closed due to COVID-19 spread, appropriate disinfectant, as recommended, will be used to disinfect.
- Custodial Staff will disinfect classrooms, restrooms, and all additional areas in the entire building.

## **Common Areas**

**To provide a healthy and safe environment in our common/collaborative spaces, while promoting disease prevention and mitigation, the following guidelines will be implemented:**

### **Meeting Spaces**

- Meetings will be virtual when possible.
- If meetings must be scheduled in-person, all social distancing protocols will be implemented.
- Meeting participants will limit the sharing of materials/supplies.

### **Administrative Spaces- Reception Areas, Offices, Conference Rooms, Copy Rooms, Teacher Lounges, etc.**

**When possible, meetings will be conducted virtually. However, if an in-person meeting is necessary, please follow the guidelines:**

- Masks are worn at all times, regardless of social distancing.
- Hand sanitizers will be provided in these spaces.
- Distance will be provided between all workspaces when possible.
- In-person meetings will only be conducted in areas that allow for social distancing.

### **Flexible Learning Spaces (Media Centers, Computer Labs, etc.)**

- The number of students in these spaces will be limited according to available space to social distancing guidelines.
- Common spaces and supplies in these areas will be disinfected frequently.

### **Media Center**

- Visual reminders will be added and furniture arranged to help students maintain social distancing.
- Students and staff will wash/sanitize hands upon entering and after visiting the Media Center.
- High touch surfaces (tabletops, chairs, door handles, etc.) will be disinfected frequently.
- Occupancy will be limited.

## **Playgrounds**

- Students will practice good hand hygiene by washing their hands before going out to play and immediately upon returning to the building.
- The playground equipment will be sanitized before school and after school.
- During recess, outside students will be able to remove masks when they are socially distanced 6 feet from each other.
- There will be limited students playing at one time. No large groups will be out there together.

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## **Communication regarding COVID-19**

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**HCPS has worked collaboratively with our local Health Officials to establish guidelines that provide a healthy learning environment for staff and students as we enter the Fall of 2020. The school district has developed a student success and transition plan for all facilities, including daily operations, that utilize effective disease mitigation strategies to promote a healthy environment for all HCPS students and staff. We will continue to disseminate information as the situation evolves.**

**Refer to the Kentucky Department of Education COVID-19 webpage for additional resources.**

**<https://education.ky.gov/comm/Pages/COVID-19-Updates.aspx>**

# Free WiFi



## Spots Available In Hancock County

If you are a local business and would like to offer limited WiFi from your business please email:  
 lorri.oliver@hancock.kyschools.us

**BEGINNING AUGUST 28, 2020**





WiFi Busses will be parked and available 24hours a day at the following locations:

**Lewisport Baptist Church:** 1115 Pell ST, Lewisport  
**Hawesville Methodist Church:** 360 Main ST., Hawesville  
**South Hancock Park:** Hwy 69, Reynolds Station  
**Mt Eden Baptist Church:** 5150 Hwy 69, Hawesville  
**Pellville Baptist Church:** 2160 KY 2181, Hawesville

Password information will be posted on the side of each bus.



You will see a sign with this symbol at each school to mark the best locations.

**WiFi ACCESS AT SCHOOLS:**  
 WPA2/ 802.1x security has been removed from the Hancock County Schools WiFi to enable open access to the network from designated areas in the parking lots at the schools and throughout the buildings.  
 This will allow students, staff and the community internet access should they not have reliable access at home.  
 Best Location to use WiFi at the schools:

- 1) HIGH SCHOOL - The front parking lot by the walkway for the student entrance.
- 2) MIDDLE SCHOOL - The front of the building
- 3) NORTH HANCOCK- Front parking lot to the right of the entrance
- 4) SOUTH HANCOCK - Side Parking lot next to building



**HANCOCK COUNTY PUBLIC LIBRARY**

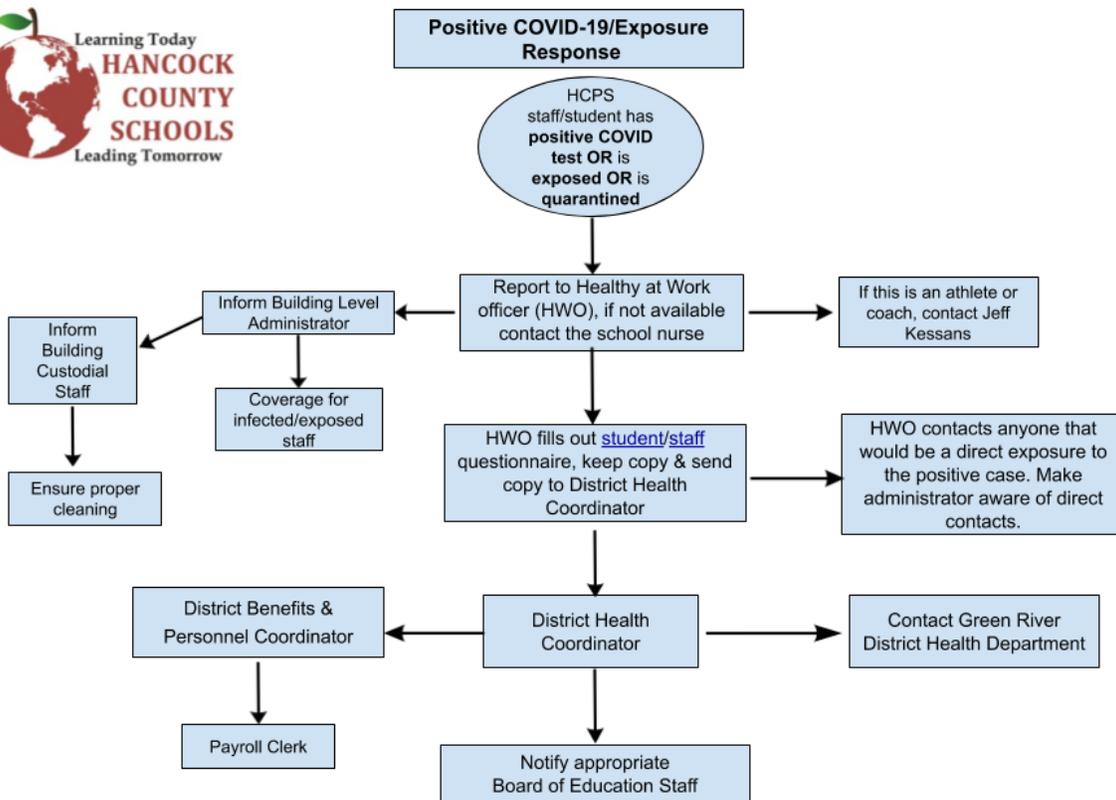


<p><b>Hawesville Library</b>                  1210 Madison St.                  Hawesville,                  Kentucky</p>	<p><b>Lewisport Library</b>                  403 2nd St.                  Lewisport,                  Kentucky</p>
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Available at the Local Farm Bureau office  
 445 Hawes Blvd,  
 Hawesville, Kentucky





\*Due to HIPAA laws HCPS can not release the names of infected or exposed students or staff. Confidentiality will remain a priority.

