



Henderson County Schools

2020-2021 School Year

Information, Procedures, & Guidelines



Dear Henderson County Schools Families,

We have spent countless hours planning for the first day of school on August 26th and we are excited! Although this school year will look different, the focus on excelling as a national innovative leader in education remains the same.

The goal for our students and staff this year is to interact in a clean and healthy environment that provides extraordinary educational opportunities for every student.

The plan for students and families for the school year include the following:

- **In-Person Instruction**
- **Virtual Learning Academy**
- **Non-traditional Instruction (NTI)**
- **Hybrid Schedule**

Parents/Guardians can choose either In-Person Instruction or the Virtual Learning Academy for the 2020-2021 school year.

All components of the plan follow directives and guidance from the CDC, the Kentucky Department of Education, Kentucky Department for Public Health, and the Green River District Health Department.

Although the mode of instructional delivery certainly looks different for our school year, here is what remains the same in our district:

- The excitement for the first day of school! We are ready for August 26th.
- The rigor and focus on student learning and achievement.
- Strong relationships (partnerships) with families and schools.
- Our caring, knowledgeable, and dedicated Henderson County Schools staff.
- The eagerness of our students to learn!

Thank you to our parents, families, community, school board members, and staff for their support and understanding during this challenging time. Together we are all Henderson County Schools, we will persevere, and we are STRONG!

Marganna Stanley
Superintendent of Henderson County Schools

What to Expect When Going Back to School

The goal for our students and staff this year is to interact in a clean and healthy environment that provides extraordinary educational opportunities for every student.

As Henderson County Schools continues to Build Better Graduates HCS+, we will ensure rigorous coursework, strong character development, and the development of five world-class skills.

The 2020-2021 school year will look different, however, our teachers and staff are committed to providing an outstanding school year for your child.

- Music, Physical Education, and Media Center time will still occur.
- Small group for RTI, EL, or Special Education services will occur
- We are committed to making extracurricular programs (arts, athletics, and clubs) available in a healthy safe environment.

The plans and procedures in this document were developed by the Henderson County Schools Reopening Task Force committees (Instruction, Logistics, Personnel, Mental Health, School Nurse, and Communications) with guidance from the Kentucky Department of Education and the Green River District Health Department.

The plans and information in this document are subject to change as public health guidelines are updated.

Back to School Orientation Week-Soft Opening

Henderson County Schools will be offering a district-wide back to school orientation during the week of August 17th for all students in Kindergarten to 12th grade.



This “soft opening” experience will provide the opportunity for Henderson County students to be comfortable and ready for the first day of school on August 26th. Although this school year will look different, the focus on providing extraordinary education remains the same. The goal for our students and staff this year is to interact and learn in a clean and healthy environment.

During the three-hour orientation, students will receive their Chromebooks and be able to meet with their teachers and learn more about the safety expectations and procedures for the school year.

The following “soft-opening” schedule will be for all Henderson County Schools:

- **Monday, August 17th - 2nd & 5th grades**
- **Tuesday, August 18th - 1st & 6th grades, Juniors & Seniors**
- **Wednesday, August 19th - 3rd, 4th, & 7th grades, and Sophomores**
- **Wednesday, August 19th- Central Academy *all students*
9:00a.m. - noon**
- **Thursday, August 20th - Kindergarten, 8th grade, and Freshmen**

Elementary Schedule - 8:00 a.m. - 11:00 a.m.

Secondary Schedule - 9:00 a.m. - 12:00 noon

School buses will run on a "one hour delay" school schedule.

Please contact our Transportation Department for more information

270-831-5120

All students have to be enrolled for the 2020-2021 school year before they attend the soft opening. Parents/guardians please complete Online Registration through your [Infinite Campus parent portal](#) if you have not already completed for the school year. If you are new to Henderson County Schools, please call 270-854-0141 to set up an appointment to enroll your child.

Parents/Guardians must register their student(s) for Back to School Orientation/Soft Opening Week through the district website (www.henderson.kyschools.us).

This orientation is for students only. Parents/guardians, please see the schedule in order to make arrangements for your child to attend.

***Breakfast and lunch will be provided.
Students must wear a face-covering/mask to orientation.***

Henderson County Schools will use a three-level system to determine the type of in-person instruction to use based upon the health situation in our community.

RED-STOP - Henderson County classes would move to a **Non-Traditional NTI Instruction**. This level would be used in the event that COVID-19 cases in Henderson County require us to stop in-person instruction. Students would not report to school for instruction.

YELLOW-CAUTION- Henderson County classes would move to a **Hybrid schedule**. Students would attend in-person instruction on alternating days. This level would mean that we are proceeding with caution but we have not completely stopped in-person instruction.

GREEN-GO-Henderson County classes would move to a 5 days a week **In-Person Instruction**.

All components of the plan follow directives and guidance from the CDC, the Kentucky Department of Education, Kentucky Department for Public Health, and the Green River District Health Department. Henderson County Schools remains in close communication with the Green River District Health Department. Any changes in the status from Red to Yellow to Green will be based on the guidance of the Green River District Health Department. We will continue to evaluate and respond to changing conditions as the school year progresses.



In-Person Instruction

In-Person Instruction means students will attend school 5 days a week within the guidelines of the Kentucky Department of Education and local/state/federal health officials.

Hybrid Schedule

This type of schedule will look very different from the traditional school day.

- Students will be split into two groups (1 or 2). All students will alternate between In-Person Instruction and Non-Traditional Instruction (NTI) digital learning.
- Children residing in the same household will be assigned to the same schedule.
- Students will be required to participate daily in all classwork and virtual meetings.

- All Students will receive a district-issued Chromebook. Families who have questions or issues with their district-issued Chromebook should contact the Technology Help Desk at 270-831-8759.
- Wifi hotspots are located on the campuses of all Henderson County Schools. Students may download assignments or otherwise access online resources at these locations.

Hybrid Schedule

Group 1 will attend school in person on Monday and Tuesday.

Group 1 will receive online instruction at home on Thursday and Friday.

Both Group 1 and Group 2 will receive online instruction at home on Wednesday.

Group 2 will receive online instruction at home on Monday and Tuesday.

Group 2 will attend school in person on Thursday and Friday.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Group 1	Attend school in-person	Attend school in-person	Online instruction at home	Online instruction	Online instruction
Group 2	Online instruction	Online instruction	Online instruction at home	Attend school in-person	Attend school in-person

Adjustments will be made to accommodate holidays or other days in which school is not in session.

Virtual Learning Academy

Virtual Learning Academy (VLA) is a new voluntary, non-traditional online program created as an alternative for students who may benefit from a more independent learning experience. Virtual Learning Academy is recommended if a student or a member of their household has a diagnosed health condition that makes In-Person Instruction a risk for the family.



The program is 100% online with Chromebooks being supplied by the district.

Families that are interested in this option are encouraged to complete an online application or call Student Services at 270-854-0141.

Any student grades K-12 can be referred for Virtual Learning Academy.

- A student is referred to the Student Services Office by completing an online referral form.
- An online referral form can be completed by a parent, guardian, or school staff member.
- Families **must complete** a Virtual Learning Academy orientation
- The Student Service office reviews information and schedules an appointment to meet with the family to determine the appropriate assignment.
- The Student Service Office communicates assignment decisions to the family, current school, and sending school via email.

Virtual Learning Academy Frequently Asked Questions

Q. Is Virtual Learning Academy completely online?

- A.** Yes. 100% online--no pencil / paper

Q. How do I register my student for Virtual Learning Academy?

- A.** Email Kasey Wolfe, Director of Pupil Personnel
kasey.wolfe@henderson.kyschools.us

Parent/Guardians must attend a virtual parent informational session before signing their child up for Virtual Learning Academy. Email Mrs. Wolfe to schedule the session.

Q. Will my child still be enrolled in their current school?

- A.** Yes. Virtual Learning Academy students are still enrolled in their current school (Ex: Cairo Elementary/South Middle School) and will follow the Henderson County Schools 2020-2021 school year calendar.

Q. Do I have to register my student online if we choose the Virtual Learning Academy?

- A.** Yes. All students must register online before August 26th regardless if they will attend in-person classes or the Virtual Learning Academy.

Q. Will I be able to switch my student from Virtual Learning Academy to traditional classroom instruction if our family health concerns are no longer an issue?

- A.** Yes. Contact Mrs. Wolfe in order to make a change. The only exception is ---a student cannot transition from Virtual Learning Academy back to their home school during Non-Traditional Instruction (NTI) days. If the school district were to utilize NTI days - a student will have to stay in their current VLA placement until schools have returned to in-person classes.

Q. Can my student participate in extracurricular or sports?

- A. No. The Virtual Learning Academy has been created due to health concerns related to COVID-19. If this option is chosen, a student will not participate in extracurricular activities to maintain a healthy environment chosen by the parent.

Q. How will my student's progress be assessed and monitored in Virtual Learning Academy?

- A. Multiple assessments will be used throughout the curriculum. Virtual Learning Academy teachers will follow the same curriculum map that teachers use in an in-person classroom setting.

Q. Who will provide my child instruction in the Virtual Learning Academy?

- A. Students will receive instruction using an online learning platform. An HCS staff member will be assigned to each VLA student to issue all assignments online, monitor each student's grades, and each student's completion of assignments. Daily attendance will be taken.

Q. Can I register my child for Virtual Learning Academy if we do not have an internet connection at home?

- A. The program is a 100% online internet-based program. Families who choose the Virtual Learning Academy for their child must ensure reliable internet access.

Q: My child receives services through a 504, IEP, KSI, or GT identification. Will my child still receive services in Virtual Learning Academy?

- A. Yes. A contingency plan will be created in cooperation with the student's TOR (teacher of record).

Note: A family may choose In-Person Instruction for one child, and Virtual Learning Academy for another child, based on which option is best suited for each child.

Preparing for Back to School

We understand the anxiety and stress that our families may have as we get closer to the first day of school on August 26th. This school year will look different and we know that you will have questions and concerns.

We ask that our families review this document with their children in order to have conversation and understanding about what to expect this school year. Some of the changes students may experience include eating breakfast/lunch in the classroom, emphasis on handwashing, social distancing, virtual school wide assemblies, wearing a mask/face covering.

Health and Safety Procedures for In-Person Instruction

Screening at Home

Exclusion Criteria

Students or staff should stay home if any of the following occur:

Symptoms are defined as:

- a fever (temperature is greater than 100.4);
- a new cough (defined as “new uncontrolled cough that causes difficulty breathing” For those with chronic allergic/asthmatic cough, a change in their cough from baseline.);
- Gastrointestinal symptoms (GI symptoms include vomiting, diarrhea, etc.)
- shortness of breath;
- chills;
- muscle aches (not related to physical activity);
- sore throat, and/or
- new loss of taste/smell.

Child’s absence **MUST** be communicated to the school nurse, in the event contact tracing is required. Please do not enter school property if you meet any of the exclusion criteria. **A temperature check and health screening for all students and staff will occur at the point of school property entry.**



If your child develops any of the symptoms during the day we ask that the student be picked up as soon as possible. Contact the local health department for more detailed guidance and consult with your school nurse if exclusion is unclear.

Riding the School Bus

To ride the school bus Parents must attest each morning that the students temperature is not greater than 100.4 when boarding. The students temperature will be rechecked on school property.

- Students will load busses from the back to front and have assigned seats with families sitting together
- Hand sanitizer will be administered when boarding the bus
- Students (grade 1 to 12) and drivers will wear a mask on the bus
- Students will sit with siblings
- Do not sit behind the driver
- Keep hands to yourself unless need to touch seat backs for balance
- No congregating in aisle
- Students should remain seated until time to exit to maintain social distance
- Unload front to back
- Social distancing must occur at bus stop
- Buses will be sanitized and cleaned after each route



Arriving at School

- All students 1st-12th grade are required to wear a face covering or mask upon entry to school. If a student arrives without a mask, one will be provided.
- All students and staff will have their temperature checked and complete a health screening when arriving at school.
- Anyone with a temperature greater than 100.4 or higher will not be allowed to remain at school.
- Parents/guardians will have limited access inside the school building and will work with a receptionist through the front secured-entry vestibule area.

Safety Procedures at School

- Schools will follow disinfection procedures developed for school campuses by the Green River District Health Department and state health officials.
- Face coverings/masks are to be worn by all staff members as well as students in grades 1-12th unless social distancing may occur. When students are at desks in the classroom, with appropriate distancing, masks may be removed.
- "Mask when you Move"- face coverings/masks must be worn when moving throughout the classroom or building, such as walking through hallways and other shared school spaces.
- Classrooms will be arranged to increase seating space between students. All students will be facing the same direction.
- Hallway traffic and movement throughout the building will be minimized.
- Students and staff will be encouraged to wash their hands regularly.

Follow these five handwashing steps every time.

1. *Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.*
 2. *Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.*
 3. *Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.*
 4. *Rinse your hands well under clean, running water.*
 5. *Dry your hands using a clean towel or air dry them.*
 6. *Use Hand Sanitizer When You Can't Use Soap and Water*
- All schools will have an isolation area for students who are not feeling well to use until the student is able to go home.
 - Schools will limit the sharing of supplies between items.
 - There will be no large gatherings at school such as assemblies.
 - Field trips are suspended until further notice.
 - Physical Education, Music, and other special programs will be modified to meet health and safety protocols.



Child Nutrition

Breakfast and lunch will be served at school on days students are present in the classroom.

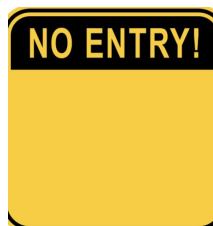
- Meals will be served in smaller group settings.
- Schools will share specific details on the use of “grab and go” breakfast, eating lunch in the cafeteria/classroom, or outdoor spaces.
- There will be no “self-serve” option.
- Visitors will not be allowed to eat meals with students.



For students who are participating in Virtual Learning Academy and for students who are not in school during hybrid days breakfast and lunch will be available for pick-up. This information will be shared on the district website and school social media accounts.

Volunteers and Visitors

Parents and visitors will have *limited access* to our school buildings.



Families and visitors are encouraged to conduct business by phone or email. Parents/guardians will have limited access inside the school building and will work with a receptionist through the front secured-entry vestibule area.

We appreciate our school volunteers; however, at this time our school volunteer program has been placed on hold to protect our students and staff.

Special community events such as Arts in the Schools programs, Grandparents Breakfast, Jr. Achievement, etc. will not occur at this time.

Essential visitors will be allowed in the schools by appointment only. Essential visitors are those providing individual therapy, vocational rehabilitation services, etc. All essential visitors must have a complete background check and health screening before meeting with students. All essential visitors must provide an updated and signed consent by the student's parent or legal guardian.

Sports/Extracurricular Activities



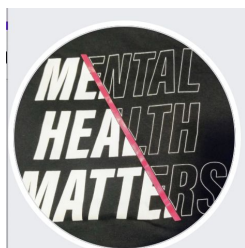
Henderson County Schools will utilize recommendations provided by the Kentucky High School Athletics Associations (KHSAA).

Fine Arts activities will utilize the recommendations provided by the Kentucky Music Educators Association (KMEA).

Clubs and other group activities may be allowed to meet utilizing the health and safety guidelines that are in place for the classroom.

Coaches will communicate with student-athletes guidelines for resuming athletic activities and COVID-19 testing procedures.

Mental Health Counselors



Mental Health
Matters in
Henderson County
Schools

Henderson County Schools is committed to supporting the social and emotional health and wellness of our students.

Henderson County School's Mental Health Counselors will be available during the school year regardless if school is held in person or virtually.

Families are encouraged to visit the Mental Health Matters in the Henderson County Schools Facebook page that is regularly updated with resources & information for families and students.

Preschool



September 2nd has been set as the first day of school for Thelma B. Johnson Early Learning Center students.

All classes will be 2 full days including the Head Start program.

The soft-opening orientation will be held on August 27th and August 28th from 9-11:30 a.m. for students only.

HCS Childcare

HCS childcare is now registering Preschool-5th grade students for the school year. Staff will follow all Henderson County Schools health guidelines and procedures.

Childcare Locations

- East Heights
- Bend Gate
- Cairo
- Jefferson
- Spottsville
- Thelma B. Johnson Early Learning Center

Arrangements for schools without a Childcare location on site:

- South Heights to Bend Gate Childcare
- Niagara to East Heights Childcare
- A.B. Chandler to Jefferson Childcare

Childcare will be Open on NTI Days unless daycares are ordered to close.

Mask/Face Covering

Under the current KDE guidelines all students 1st-12th grade will be required to wear a mask or face covering.

Masks/face coverings can be:

- cloth
- disposable
- neck gaiter

Masks should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape
- Cover both nose and mouth



Parents must provide their child with a face mask for school. If assistance is needed, families can contact their Family Resource/Youth Services Center Coordinator.

Masks must adhere to the school dress code policy.

Masks must always be worn (grades 1-12) when moving through the class/building and when social distancing is not possible. "Mask when you move."

Masks are required unless there is an exemption specified in the student's IEP or 504 plan.

There will be no medical exemption that will allow students not to wear a mask while in school. If a student has a medical condition that prevents them from wearing a mask, they will need to be enrolled in Virtual Learning Academy.

If there are two documented incidents of non-compliance to wear masks, the student will be transferred to the Virtual Learning Academy.

Any student who intentionally demonstrates disregard for the health and safety of others (intentionally coughing, sneezing, spitting, etc. on others) will be transferred to the Virtual Learning Academy.

Masks have been proven to help reduce the spread of COVID-19. Please encourage your child to have a positive attitude about this requirement. We encourage our families to practice wearing a mask at home.



Families can allow their child to pick out a mask in a favorite color or design that they like. Most kids can feel comfortable seeing people in masks and wearing a mask, as long as adults:

- Use simple words to explain why people are wearing masks.
- Give kids time to look, watch, and get accustomed to what's new.
- Answer kids' questions.
- Give support.

What Happens in the Event of a Positive COVID-19 test in the schools?

In the event that a positive case is identified in our district, we will immediately take steps outlined by the Kentucky Department of Education and the Green River District Health Department to prevent or minimize the spread of the virus.

A positive case does not necessarily mean that schools will close as a result. We will continue our cleaning and sanitation protocols and consult with healthcare professionals to determine the need for additional measures.

However, any student or staff member who tests positive for the virus should be prepared for the following:

- Mandatory self-isolation for a period of time determined by healthcare professionals (up to 14 days, possibly longer).

- Consult with a doctor to ensure appropriate treatment and care.
- A Doctor Statement or Statement from the Health Department will be REQUIRED to attend (in person) instruction again.

In the event of a positive test, Henderson County Schools will notify school personnel and families of the potential exposure and share guidance from the local health department about any additional steps that need to be taken.

Additional Information

The **Family Resource Youth Services Center Coordinators** are available to help support families in need and connect families with community resources.



Due to safety precautions, the back to school Readifest will not occur this year. Families will still be able to receive assistance with school supplies from their Family Resource Center and/or Youth Services Center.

- Students in grades K-5 that are in need of assistance with school supplies must complete the [Readifest Request Form found on our district website.](#)
- Thelma B. Johnson Early Learning Center students will automatically receive school supplies for the year when school starts for preschool in September.
- North Middle School and South Middle School students requiring assistance can pick up supplies at their school on August 20th from 1:00-3:00 p.m. on a first-come, first-serve basis
- HCHS students must contact the Youth Service Center for assistance.
- Central students that are in the elementary grades may sign up [online](#) for school supplies selecting the Central Academy as their school for this year, while middle and high school students must contact the school for assistance.

How can I provide my feedback/input?

We have set up an email address in order to receive input from our families and community regarding the reopening of school communications@henderson.kyschools.us or contact the Board of Education office at 270-831-5000.

Family Notifications

We work to keep our parents well informed utilizing the Parentlink phone notification system that uses phone calls, text, and/or emails to contact our families.

[Click Here to Sign up for ParentLink Notifications .](#)

Follow your School on Social Media for updates and Information. Follow HCS on Social Media for videos and information.

The Facebook logo, consisting of the word "facebook" in white lowercase letters on a blue rectangular background.

Additional Resources

Kentucky Department of Education
Green River District Health Department
CDC

Back -to-School Face Covering Guidance for Families

1. Get Familiar

Masks should:

- Fit snugly, but comfortably on the face and beneath the chin
- Cover both nose and mouth
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

2. Start Now

It takes a lot of repetition to develop a habit.

It is recommended that families begin having their school-aged children practice wearing a face covering for short periods of time in the days leading up to the start of school. Best practice is to wear a clean mask every day.



3. Set Rules

Talk to your child about appropriate use for their own face covering and the face coverings of others.

Remind your child of the following examples of face covering etiquette:

- Keep your hands to yourself.
- Do not touch anyone else's face covering.
- Do not share face coverings with other people.

4. Reassure

The changes students experience at school can be scary. Take the time to reassure your child that the actions being taken are meant to keep them and school staff healthy. Teachers and staff will work with students to help lessen the anxiety that face coverings may cause.

Remember, families influence the attitude of students. Thank you for supporting Henderson County Schools.

#HealthyatSchool



#WeAreHCS

7/31/20

Caring for Your Cloth Face Covering

Take Off Your Face Covering Carefully Once You Arrive Home

- Stretch the ear loops or untie the strings prior to removing
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine or wash by hand
- Be careful to not touch your eyes, nose, or mouth and wash hands immediately after removing



How to Clean Your Face Covering

- **Washing Machine**
 - Wash your face covering with your regular laundry
 - Use regular laundry detergent and the warmest appropriate water setting for the cloth used for the face covering



#HealthyatSchool

How to Clean Your Face Covering

- **Washing by Hand:**
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water
 - 4 tablespoons household bleach per quart of room temperature water
 - Check the label to see if your bleach is intended for disinfection and color safe
 - Ensure the bleach product has not expired
 - ***Never mix household bleach with ammonia or any other cleanser***
 - Soak the face covering in the bleach solution for 5 minutes
 - Rinse thoroughly with cool or room temperature water



How to Dry Your Face Covering

- Make Sure to completely dry cloth face coverings after washing
- **Dryer**
 - Use the highest heat setting and leave mask in the dryer until completely dry.
- **Air Dry**
 - Lay flat and allow to completely dry.
 - If possible, place the cloth face covering in direct sunlight.



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