Please note: This is a living document and is subject to change. Please continuously check our website and Facebook pages for announcements and changes.
Letter from the Principal

Dear HMS Family and Friends,

We are excited to see everyone again! While the last several months have been challenging, we have worked to stay connected to students. We are anxious to see your faces in our school again!

We have some exciting changes planned for the upcoming year!

- Apple devices, MacBooks and iPads, that go home with students
- Addition of a new music teacher who will work to build a choir program
- Several new faces have joined the HMS team
- Additional reading and math courses to support student achievement

At this time, we are asking parents to assist with the purchase of two items:

- Backpack – used to carry device and charging cord between school and home
- Water Bottle – students are asked to bring a filled water bottle on the days they are here, in order to maintain a healthy environment

Please remember, times are changing and sometimes they change quickly. We will work with our district office, as well as the Kentucky Department of Education and area health departments to remain updated on changes.

We ask for your patience during these trying times.

As noted, things change quickly.

Following the recommendations of Governor Andy Beshear, Covington Independent Public Schools has decided that all students will be learning remotely until at least September 28, 2020.

Look for updates on our website.
Planning Process
Superintendent Alvin Garrison convened a district planning team in May 2020 to review and share guidance documents from the Centers for Disease Control, Kentucky Department of Education and the Northern Kentucky Health Department.

Committees were formed with representation from schools. The committees include:

Schedule/Instruction: Scott Alter, Bill Grein, Chairs
Student and Staff Wellbeing: Janice Wilkerson, Chair
Transportation: Shawn Stein, Chair
Health: Jennifer Fowee, Chair
Building Operations: Eric Neff, Taryn Stewart, Chairs
Communications: Debra Vance, Chair

Our Guiding Question
During this global pandemic, how can we best educate our students?
Decisions will be made based on the facts as they are known at the time with guidance from the Governor of Kentucky, Kentucky Department of Education, Kentucky Department for Public Health and the Northern Kentucky Health Department.

The Covington Board of Education
Tom Wherry, Chair
Sarah Flerlage, Vice Chair
April Brockhoff, Member
Jerry Avery, Member
Glenda Huff, Member

Mission
To inspire and prepare our students to excel academically and personally.

Vision
All students graduate with the skills to achieve their dreams and adapt in a changing global society.
Safety Expectations and Best Practices

Safety Expectations for Schools – Based on Kentucky’s Healthy at School Guidance

Social Distancing

*Social distancing (6 feet apart) helps reduce the likelihood that people can transmit or catch COVID-19.*

All schools have determined the number of students their classrooms can accommodate while practicing social distancing. Schools have also identified additional space that could be used as temporary student classrooms, such as the library or gym. Schools are reviewing all current procedures, such as arrival at school, transitions in the hallway, to develop new procedures so that social distancing can be maintained whenever possible. When students/staff cannot maintain the 6 feet distance, they will wear cloth face coverings. More information about face coverings is provided below.

Cloth Face Coverings

*Face masks help prevent spread of the virus to other people and offers protection from getting the virus when worn correctly.*

The use of cloth face coverings (masks) should be required by all students and staff while in the building or on the bus, unless they have a medical waiver. Students and staff should only lower their face mask when actively eating or drinking. Cloth face coverings must be worn in order to ride a school bus. Exceptions will be made for students who have a physician’s written medical waiver, specifically noting that a mask should not be worn for a medical reason. These students may be required to sit in the front of the bus.

Health Screening

All students and staff will undergo a health screening each day. Temperature checks with touchless thermometers will be taken of all students and staff each day as they arrive on school property. Students/staff with a temperature greater than 100.4 OR with other symptoms such as a cough and/or vomiting/diarrhea, and/or new rash, and/or exposure to a person with a positive COVID-19 test during a 48-hour period before such symptoms began, should stay home or will be sent home from school. Additional guidance will be provided by the school nurse and the Northern Kentucky Health Department.
Cleaning and Sanitizing

Hand Hygiene
Staff will be reminded, and students will be taught proper handwashing and proper use of hand sanitizer, when handwashing is not an option. Hand sanitizer will be available in multiple areas of our schools. Signs will be posted throughout all buildings reminding students and staff to socially distance, wear a mask, and practice proper hand hygiene.

Schools and Other Buildings
Frequent cleaning and disinfection of schools, busses and office buildings are happening now. This will increase as staff and students return to school. Custodians have been trained on cleaning protocols and are using approved cleaners and disinfectants, with particular attention to frequently touched surfaces such as doorknobs or push bars, desks, bathrooms, etc. Classroom rugs are being removed to ensure that flooring is easier to clean and disinfect.

School Buses
Buses will provide alcohol-based hand sanitizer for students to use as they board the school bus.

Transportation and Nutrition Services
All transportation and nutrition services workers will be trained on proper health and cleaning practices. This includes the use of masks and gloves as well as proper handwashing and use of disinfecting products.

Playgrounds and Gyms
Students will practice good hand hygiene by washing their hands before and after being on the playground or in the gym. Recess will be scheduled to limit the number of students on the playground at the same time. Playground and gym equipment will be sanitized on a regular basis.

Contact Tracing
The school district will inform the Northern Kentucky Health Department of any positive cases of COVID-19, as required by state protocol. The district will assist by keeping records on our busses and classrooms of where students sit, so that the Health Department can contact families or staff members regarding any additional action they may need to take to determine their individual health needs.
Reopening Options

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Model</strong></td>
<td><strong>Hybrid Model – Soft Launch for 5 Weeks</strong></td>
<td>Full Remote – NTI Model</td>
</tr>
<tr>
<td><strong>Days Per Week</strong></td>
<td>Mon. – A, Tues. – A, Wed. – Planning Day, Thurs. – B, Fri. – B</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td><strong># of Students</strong></td>
<td>½ in school, ½ at home</td>
<td>All students at home – Remote Learning</td>
</tr>
<tr>
<td><strong># of Faculty</strong></td>
<td>All at work – Except those with a doctor’s excuse</td>
<td>All at work – and/or we follow recommendations of the Governor and KDE</td>
</tr>
<tr>
<td><strong>Spacing</strong></td>
<td>6 ft. social distancing</td>
<td>N/A – for students, Maintain 6 ft. social distancing for staff</td>
</tr>
<tr>
<td><strong>Masks</strong></td>
<td>All students and staff wear masks when transitioning</td>
<td>N/A – for students, Staff wear masks when not maintaining 6 ft. social distancing</td>
</tr>
</tbody>
</table>

** Soft Launch – For the first 5 weeks, half the students attend on A days and B days. At the conclusion of the fifth week, the district will assess this option and decide if the district continues with Option 1 or go to Option 3.

**Covington Board of Education selects Hybrid Model for Reopening**

The Covington Board of Education on July 23, 2020 approved the reopening of schools with an option for parents.

Families may choose to send their children to school for in-person instruction OR they can choose to have their children learn remotely. The district will feed students whether they attend school or are learning remotely at home.

Families will receive a letter outlining both options as well as an application for remote learning, if they choose for their children to learn at home.

Applications must be completed and returned by 4 p.m., August 7.

**Note:** Plans may change as new guidance becomes available from the Kentucky Department of Education, the CDC, or state or local public health agencies.
For families choosing the In-Person Option

Families who have opted for the In-Person Option will follow the guidelines below:

Which group your child is in will be communicated by your child’s school during orientation visits on Sept 1 - 4.

Group A – Attends school on Monday and Tuesday if in person. Students will still meet virtually with their teachers on these days if school is fully virtual. A schedule of virtual meeting times and teacher availability will be provided by each school.

Group B – Attends school on Thursday and Friday if in person. Students will still meet virtually with their teachers on these days if school is fully virtual. A schedule of virtual meeting times and teacher availability will be provided by each school.

Wednesdays will be used for reviewing and revising our plans, as well as additional cleaning and sanitizing school buildings. Wednesdays will also be used for teachers to reach out to students in our Covington Virtual Academy, as well as checking all students’ progress in our learning management systems.

Students in both groups A and B will have assignments to complete on the days they are not at school. These assignments will be communicated through their teachers. Assignments may be provided to students which can be completed through our new learning management systems: Oddyseyware K-5 and Edgenuity 6-12. Our district plans to provide virtual training options for our students and parents around these new learning management systems. These virtual options will be available at our district website under the Parent Resources tab of the COVID-19 section.

Schools will provide teacher office hours which students and parents can use to contact their teacher or other staff members for assistance.

Our goal is to streamline our communications with students and parents to make it more consistent and predictable. Other online programs will be communicated to parents and students per each individual school.
For families choosing the Fully Remote Option:

**Covington Virtual Academy - CVA**

Students will complete assignments at home five days per week. These assignments will mirror what students are doing at school and will be delivered to students through Odysseyware K-5 or Edgenuity 6-12, the district’s new learning management systems. Teachers and administrators have been provided training to improve Covington Schools virtual learning options. Our district plans to provide virtual training options for our students and parents around these new learning management systems. These virtual options will be available at our district website under Parent Resources tab.

Learning at home will NOT look like it did in the spring with NTI. Learning at home for the upcoming school year will involve regular assignments for students to complete, as well as ongoing support from a teacher on days specified by each school.

Students will be expected to complete all assignments given to them and will be graded just as they would be if students were at school.

Students will likely not be assigned the grade level teacher they would have if they were at school. Teachers at each school will be sharing the responsibility to help students in the academy. However, students will have regular access to teachers throughout their remote learning time. Schools will provide parents with schedules for available virtual meeting times with teachers and office hours for assistance. Odysseyware and Edgenuity also provide opportunities for students to contact teachers directly through the system. Our goal is to streamline our communications with students and parents to make it more consistent and predictable. Other online programs will be communicated to parents and students per each individual school.

Students will be required to remain in the remote learning option for the entire first semester (December 18, 2020). This is necessary in order to meet the challenges of scheduling.
Covington Virtual Academy
Expectations

- Students in the Covington Virtual Academy or CVA will remain enrolled in Covington Independent Public Schools. Participation will be recorded by teachers. The district’s new learning management systems record student participation as they work on the systems. Teachers can check the learning management systems for student engagement and progress.
- Each student in grades 3-12 will receive a district-owned electronic device for their use. As devices become available, students in lower grades will receive a device. Parents will need to pick up the device and sign a release form to take the computer home. Those students in the CVA without a device or internet will be able to pick up paper packet work in the meantime.
- The content of the classes in the CVA will align with the Kentucky Academic Standards from the Kentucky Department of Education.
- When possible, designated Covington teachers and staff will be assigned exclusively to the program to guide and support learning.
- Most learning will take place asynchronously, which means students can engage in their learning using a schedule that works best for their family. For example, a teacher would not regularly expect students to attend "live" lessons at certain times. Instead, teachers may offer mini lessons, make pre-recorded videos, hold office hours, and provide other “live” support when the students need it. Most instruction for students in our CVA will take place through the learning management system.
- Students may not receive instruction or support from their home school teacher. Our classroom teachers will be focusing on in-person instruction. Covington Schools may have other instructors assigned to remote students.
- Parents/families will continue to be a key academic support for the student.
- Students must commit to participating in the CVA for one semester (December 18, 2020) at a time. The first semester goes through winter break. Students may only transition in or out of the remote program between semesters.
FOOD SERVICE

Whether students are learning from home or are attending in-person classes, the Nutrition Services Department will feed all our students.

When all students are learning remotely, the Nutrition Services Department and Transportation department will collaborate to deliver meals to families. To receive this home delivery service, families must request it and complete an application by clicking http://bit.ly/covhomedelivery.

Because of USDA regulations, a form must be completed for each child in the household.

When the district returns to the Hybrid Model, where some students are attending classes in person and some are learning at home, the district will continue to provide meals for all students.

Breakfast Procedures

- Breakfast will be served each morning at 7:25 a.m. in the student’s first period classroom
- Nutrition Services will deliver a bagged breakfast for all students in the class
- Students will eat breakfast in their assigned seat
- The teacher will collect garbage from each student
- The teacher will place the garbage outside the classroom for pickup

Lunch Procedures

- Nutrition Services will deliver a bagged lunch for all students in the class
- Students will eat lunch in their assigned seat
- The teacher will collect garbage from each student
- The teacher will place the garbage outside the classroom for pickup
TRANSPORTATION/BUSES

- Parents will ensure student is fever- and symptom-free before getting on the bus or arriving at school as a car rider
- All students will be required to wear masks or face coverings
- Hand sanitizer will be available on buses
- Household members will be required to sit together
- Drivers and monitors will be required to wear face coverings
- Buses will be sanitized between routes
- Buses will be loaded back to front
- Buses will be unloaded front to back
- Seats will be assigned to assist with contact tracing
- Buses will be disinfected daily with Proper Protective Equipment
- Temperatures will be taken as students get off the bus at school

TEMPERATURE CHECKS

Arrival & Temperature Check Procedures

Arrival Time for Students – 7 a.m. (Students are not allowed in the building before 7 a.m.)

Bus Procedures

- Students will be dropped off at the Madison Avenue entrance
- Student’s temperature will be checked by bus monitor as student exits bus
- If student has a temperature greater than 100.4, an HMS team member will be contacted
- HMS Team member will escort student to a designated waiting area
- All bus students enter the building through the Madison Avenue stairwell
- Students will go to their assigned floors using the Madison Avenue stairwell
- Students will sit in a clearly defined area, using social distancing, until directed to their homeroom
Drop-Off Procedures

- Students will be dropped off in the HMS Parking Lot adjacent to the Chapman Building beginning at 7 a.m.
- HMS Team Members will check student temperature at the car before parent leaves
- If a student has a temperature greater than 100.4, the parent will take the student back home
- Students will use the stairs next to the Chapman Building and use the crosswalk
- Students will enter the building through the gates on the ground floor
- Students will go to their assigned floors using the center stairwell
- Students will sit in a clearly defined area, using social distancing, until directed to their homeroom

Walking Procedures

- Students will not enter the building until 7 a.m.
- Students will enter the building on the ground floor and have their temperature taken
- If a student has a temperature greater than 100.4, they will be escorted by an HMS Team member to a designated waiting area in the building
- Students will go to their assigned floors using the center stairwell
- Students will sit in a clearly defined area, using social distancing, until directed to their homeroom

CLEANING, DISINFECTING

Buildings will be cleaned and sanitized daily.

High touch areas (doorknobs, light switches, desks, computers phones, toilets, faucets, sinks, handrails will be cleaned and disinfected throughout the day.

WATER

Water fountains will be unavailable for use.

Students should bring a filled reusable water bottle on the days they are in school, in order to maintain a healthy environment.
FACE COVERINGS/MASKS

- Safety expectations must be implemented by schools as determined by the Kentucky Department for Public Health. Face masks prohibit spread of the virus even when the infected person is without symptoms. Students who are enrolled in first grade and above and staff are required to wear a cloth face covering, unless medically waived.
- The use of cloth face coverings (masks) should be required by all students and staff while in the building or on the bus, unless they have a medical waiver. Students and staff should only lower their face mask when actively eating or drinking.
- Cloth face coverings must be worn in order to ride a school bus. Exceptions will be made for students who have a physician's written medical waiver, specifically noting that a mask should not be worn for a medical reason. These students may be required to sit in the front of the bus.
- Students are encouraged to bring their own face covering to school; however, the district has ordered enough reusable (washable) face coverings to make sure each student has two.

DEVICES

- Parent/Guardian must sign and return the permission slip to the school before the student receives a device
- Each student will receive a device and the power pack needed to charge the device
- Devices will travel with students between home and school for use in school and at home
- Devices should be fully charged each morning
- School will maintain documentation for each device and power source assigned to each individual student
- The device, its power source and its use is the responsibility of the assigned student
- Families are asked to provide a backpack for safe transport of the device to and from school
- The device is the property of Covington Independent Public Schools and will be limited to use for class assignments
- The device is not for personal use