

Hermitage School District

# **Ready for Learning and Response Level Plan**



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Resources Referenced:

[Arkansas Division of Elementary and Secondary Education - Arkansas Response Levels for On-site Learning](#)

Individual School Ready for Learning Plans:

- [Hermitage Elementary School](#)
- [Hermitage High School](#)

## Response Levels for Blended/On-site Learning

Level of Response	Definition
<b>Standard Operations</b>	No confirmed case(s) in the school building, but confirmed cases within the county and state. At this level, the percentage of staff and students affected will not alter the delivery of district-wide on-site instruction and special services.
<b>Limited Response</b>	Confirmed case(s) in a school building, but limited spread within the school and/or community, as determined by ADH. At this level, the percentage of staff and students affected will not alter the delivery of district-wide on-site instruction and special services. Leadership should determine whether a grade span, school, department, a single classroom, etc. needs to briefly pivot to remote operations while contact tracing and disinfecting take place. Closing the entire district is not needed at this level of response.
<b>Moderate Response</b>	Confirmed case(s) within the district, with moderate community spread and increasing levels of student and staff active cases, including evidence of linked cases within the school setting, as determined by ADH. At this level, the percentage of staff and students affected may alter the delivery of on-site instruction and special services to the extent that school closure is warranted. District leadership will work in conjunction with ADH/ADE to determine when it is safe to reopen.
<b>Critical Response</b>	Multiple cases confirmed within the district due to substantial school and/or community spread, as determined by ADH. At this level, the percentage of staff and students affected substantially disrupts the delivery of on-site instruction and special services to the extent a districtwide closure may be expected for an extended period of time, but will be determined in collaboration with ADE and ADH. Greater restrictions must be imposed.

# Operating Procedures for Standard Operations

The HSD will offer two options for standard operations:

1. Blended Learning (On-site and Remote Learning), or
2. Virtual Learning (Online Learning).

All students will be considered Blended Learning (On-site and Remote Learning) unless the parent/guardian contacts the District to request virtual learning. Once contact is made, the Principal will schedule a meeting with the parent/guardian, student and all other necessary personnel to make a decision that is best for the student. Students and parents will receive a handbook for virtual learning, which must be signed.

The following Q&A pages describe the standard operations for the HSD during the pandemic for the 2020-2021 school year. In addition, each school has a plan for their individual buildings. Additional building information will be shared as soon as revisions from recently released information are finalized.

The HSD also has a District Support Plan that will be made available once approved by the state.

## TERMS/DEFINITIONS

- **Blended (On-site and Remote) Learning** - Learning that blends traditional and remote learning. Students will learn using a combination of face-to-face instruction and digital platforms. Students will be onsite for most of this learning; however, students may occasionally learn remotely, as deemed appropriate with guidance from the Arkansas Department of Health (ADH) and the Division of Elementary and Secondary Education (DESE).
- **Virtual Learning** - Learning that occurs for students based upon a digital platform using technology (computers, chromebook, etc.) Generally, this requires that students are actively engaged in 3 - 5 hours of learning each day in content under the direction of a teacher. In order to participate in virtual learning in the HSD, students must apply and meet with necessary personnel to determine admittance to the Hermitage Virtual Academy.
- **Pivot** - To turn or transition. Our plan includes the need to pivot as needed to different types of instruction. When directed by DESE/ADH, we might have to close the school to on-site learning, and will pivot to remote learning until we are allowed to reopen our schools.
- **Remote Learning** - Students attend class online through Google Classroom, Canvas, or other platforms from home. If schools are closed, all students will continue learning through remote learning. This term applies to students who are enrolled in Blended (On-site and Remote) learning.
- **Google Classroom or Canvas** - These online platforms are used for on-site learning, remote learning, and virtual learning. These are what the HSD will use as a LMS.
- **LMS (Learning Management System)** - The LMS is the system used for online learning. This system allows communication between students and teachers and will be used to receive and submit assignments and feedback on learning.
- **HAC (Home Access Center)** - A part of the database used by the state of Arkansas for student information, including parent/student access to attendance and grades.

## Blended Learning (On-site and Remote) **Standard Operations**

Blended Learning means students will be on-site for a normal school day with appropriate safety and health precautions; however, while in their traditional classroom setting, a portion of their instruction and work will be completed remotely using Google Classroom (K-6) or Canvas (7-12). The purpose of Blended Learning is to prepare students for online instruction using these platforms in the event of a mandated closure and the need to pivot to remote learning.

### **WHEN DOES THE 2020-2021 SCHOOL YEAR BEGIN?**

Our school calendar has our students returning to school on Monday, August 24, 2020. School will begin on this date, unless future guidance prohibits districts from starting on this date.

### **WILL STUDENTS ATTEND SCHOOL EVERY DAY FOR BLENDED (ON-SITE AND REMOTE) LEARNING?**

Some days have been designated as remote learning days on our board-approved calendar. These days are on the calendar in royal blue and are on Wednesday. On these days, students may attend school in the physical building or they may complete their learning remotely (at home) using the school issued Chromebook and appropriate LMS. Attendance for remote learning days will be determined by on-time submission of work and levels of engagement.

On these Wednesdays, our buildings will be open and our staff will be here providing all of the services we offer, including instruction, tutoring, interventions, therapy, etc. The only changes for this day are that: (1) students may choose to continue their learning at home, and (2) the HSD school busses will only run for those students who pre-register for transportation. More information will be provided on these days within the first 2 weeks of school.

When needed or as directed by the Governor, DESE and/or the ADH, HSD may pivot to remote learning for students. If we are not allowed to have 100% capacity or if the situation warrants, we will implement a blended learning model that will allow for on-site and remote learning, or perhaps even all remote instruction. Alternate schedules will be shared with all stakeholders as the situation dictates.

The 2020-2021 Updated School Calendar may be found by clicking [here](#).

### **HOW WILL ATTENDANCE BE TAKEN FOR BLENDED LEARNING?**

While students are on-site, attendance will be taken in accordance with the student handbook. Should the need arise for remote learning, attendance will be determined by on-time submission of work and levels of engagement.

Please keep in mind that attendance and grades do not follow the same expectations. For this year only, attendance will follow the adopted policy in our handbook for blended learners. Grading will be determined by procedures established at the school level.

### **WHO WILL BE REQUIRED TO WEAR FACE COVERINGS?**

Currently, the Center for Disease Control (CDC) and the Arkansas Department of Health (ADH) recommends that all individuals 2 years old and over wear a face covering when physical/social distancing is not practical. An [Executive Order](#) has been signed by Governor Hutchinson in Arkansas mandating the wearing of face coverings/masks.

There is significant evidence that face coverings decrease the spread of COVID-19. "Face coverings" include any material that covers the nose and mouth and prevents respiratory particles from traveling beyond the

immediate area of the person wearing the face covering. Face coverings should fully cover the mouth and nose and fit snugly against the side of the face with no gaps. Examples of face coverings include masks, neck gaiters or “buffs,” and face shields. Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use. All face coverings must follow the most current [CDC guidelines](#).

HSD **REQUIRES** that all adults and students wear face coverings when on district property, on district-owned transportation, waiting at bus stops, in school drop-off areas, and at all school-sponsored activities and when physical/social distancing cannot be achieved. This is particularly important in large group settings, such as on a school bus, hallways, etc. where social distancing is nearly impossible. Masks/face coverings may be removed in the cafeteria while eating and drinking. Masks/face coverings must be accessible at all times.

Students with health issues or special needs diagnosed by a physician will not be required to wear face coverings, but must address this need with the building principal.

If social distancing in the classroom is possible, students may be able to remove masks when seated.

Face coverings/masks must comply with the HSD dress code and may not cause a disruption to the learning environment.

Guidance from the ADH and DESE will be followed when determining the need to wear a mask at recess, when engaged in physical activity (PE), and/or when participating in athletics.

#### **DO PARENTS OR EMPLOYEES NEED TO PROVIDE THEIR OWN FACE COVERINGS?**

The HSD will provide 2 cloth face coverings/masks for every staff member and student. Washing and care of these face coverings/masks is the responsibility of each individual. Upon delivery to the district, a plan for disseminating the masks will be developed and shared with parents.

#### **WILL THERE BE DISCIPLINARY ACTIONS TAKEN IF A STUDENT REFUSES TO WEAR A FACE COVERING?**

Students are not allowed on campus without a mask.

#### **IF MY CHILD HAS SENSORY ISSUES OR OTHER HEALTH ISSUES ARE THEY REQUIRED TO WEAR A MASK OR FACE COVERING?**

If a student has sensory issues or any other health related issues that would prohibit him/her from wearing a mask and it is documented by a physician, the building administrator should be contacted.

#### **WHAT WILL OPEN HOUSES LOOK LIKE?**

We are planning to have an Open House on each campus for students new to our district, kindergarten, and seventh grade students only. More information will be shared closer to the dates below.

Here are the times and dates for these events:

- Kindergarten students - August 11, 2020 from 4:00 PM to 7:00 PM (Masks required. This is come and go for students and parents.)
- Seventh grade students - August 11, 2020 from 4:00 PM to 7:00 PM (Masks required. This is come and go for students to locate their classes.)
- High school students to pick up schedules - August 11, 2020 from 4:00 PM to 7:00 PM (Drive-thru in front of the High School Building)
- Elementary virtual welcome via Facebook Live - August 11, 2020 at 7:00 PM

#### **WILL BUS TRANSPORTATION BE PROVIDED?**

YES, the district will provide bus transportation for all students. Based upon current guidance, bus drivers and all students will be REQUIRED to wear a face covering/mask when on a bus.

At this time, we anticipate that there will be no changes to existing routes or schedules, with the exception of running an additional route to the Hermitage Apartments. Most of our busses have a larger capacity than riders on the bus and we can provide adequate space between students.

Students will be assigned seats by the bus driver and these assignments must be followed everyday, every route. Students from the same home will be assigned to sit together. Please realize that students will not be allowed on a school bus without a face covering/mask.

Hand sanitizer stations have been added to each bus. Bus drivers will be expected to wear a face covering/mask.

### **WHAT WILL THE SCHOOL DAY LOOK LIKE?**

Our goal is for our students and staff to have as normal of a day as possible while keeping everyone safe. Movement around the buildings might look different, and large group congregations might not occur as much, but we are aware of our new 'normal'. School staff will all play a role in keeping our facilities safe and sanitized to reduce the likelihood of transmission. Specific school information is located in the building plans.

### **WILL ELEMENTARY STUDENTS STILL HAVE ART, MUSIC, PE, GIFTED, GUIDANCE/COUNSELING, RECESS, AND LIBRARY CLASSES?**

YES! Our plan is for all students to continue to participate in these classes and activities, but they might look a little different! We will limit opportunities for students to share materials and resources, as well as limit movement to different classrooms. This will help us limit the need to sanitize repeatedly. Recess with restrictions on the number of students in a given space at one time will help us limit exposure. Equipment, materials, supplies, and classrooms will be sanitized multiple times in a day, as well as after school.

### **WILL SOCIAL DISTANCING BE PRACTICED?**

YES, as much as possible! We will do everything we can to keep students 3 to 6 feet apart. We are redesigning classroom and cafeteria spaces to increase the space between students. Schedules are also being developed with social distancing in mind!

### **WHAT WILL CLASSROOMS LOOK LIKE?**

Classrooms will be arranged to provide more space between students. This could include all desks facing the same direction, the reduction of reading areas that house bean bags, couches, or chairs, and the use of dividers on tables used for student seating. We will try to provide distancing, but still allow them to interact and communicate with others in the classroom. Materials, supplies, books, and other items used for learning will not be shared by students.

Our learning plan for the 2020-2021 school year will rely heavily on the use of technology, as required by DESE. Each student in the HSD will be assigned a Chromebook to use. Each student is responsible for the Chromebook, including any damage to the device or the charger, and students and parents will be expected to sign an agreement for the use of and care for the device. Given the personal responsibility for the device, parents might want to purchase a case for the Chromebook to provide additional protection against damage. Hermitage Elementary students will be provided earbuds to use with the Chromebooks. Hermitage High students will need to provide their own earbuds to use with the Chromebooks. The devices and earbuds must be brought to school everyday. Hermitage High will have inexpensive earbuds (\$1) for sale in the office.

This device will enable our staff and students to easily engage in remote instruction/learning activities as required by the current health situation. If students do not have Internet access at home, the district and

county/city officials have placed Internet access points for students to aid in learning around the Hermitage School District. These access points are found in the circle drive of Hermitage High School and the parking lot of Hermitage Elementary School, and in parking lots at the Hermitage Community Center, the green store in Johnsville, the City Hall in Banks, and at Moro Bay State Park.

Devices that serve as hotspots for WiFi are available to students in need. A permission form must be signed by the parent. Once the permission form is signed, students may sign out devices through campus offices. A limited number of devices exist and are provided to students on a first come, first served basis.

### **IF THE SCHOOL DAY HAS STARTED, HOW WILL STUDENTS ENTER THE BUILDING?**

If the school day has started and a student arrives late, the student and parent/guardian will buzz the office from the front door.

At Hermitage Elementary School, the student and a parent/guardian will be allowed to enter the waiting area with a mask on. The parent/guardian will sign the student in and exit the building. The student will be provided with a tardy slip and will immediately go to class.

At Hermitage High School, the secretary will buzz the student into the building and into the office (with mask on) and the student will sign themselves in. The student will receive a tardy slip and go to class.

### **HOW WILL PARENTS CHECK OUT A STUDENT DURING THE SCHOOL DAY?**

At Hermitage Elementary School, the parent/guardian wishing to check out the student will buzz the office from the front door and be allowed to enter the waiting area (with a mask on). The secretary will check the identification of the parent/guardian and call the student to the office. The parent will remain in the waiting area (with their mask on) until the student arrives. Once the student arrives, the student and parent/guardian will exit the building.

At Hermitage High School, the parent will buzz the office from the front door and request the student(s) to be checked out. The school will call the student from class while the parent signs the student out on the form located outside the front door of the building.

### **HOW WILL CHILDREN BE ABLE TO HEAR THEIR TEACHER AND WATCH LETTER SOUNDS WHEN THEIR TEACHERS HAVE MASKS?**

Teachers will be allowed to use plexi-glass dividers during phonics and phonological awareness instruction. The teacher will maintain a 6 foot distance and stay behind the plexi-glass divider.

### **WILL MY CHILD BE ABLE TO ATTEND COURSES AT SEACBEC AND WILL YOU PROVIDE TRANSPORTATION?**

Yes, they may enroll in SEACBEC courses after lunch. The Hermitage School District will not provide transportation. Parental permission, valid driver's license, and proof of insurance will be required by the district to permit students to drive to SEACBEC for the courses.

### **CAN MY CHILD CHANGE THEIR SCHEDULE FROM WHAT THEY PUT IN EARLY SPRING?**

Yes, students may change their schedules by following the procedures listed in the handbook.

### **WHAT HAPPENS IF AN EMPLOYEE OR STUDENT TESTS POSITIVE FOR COVID-19?**

In the event an individual tests positive, we will follow the latest guidance from the ADH. We will designate a district POC who will work closely with the Superintendent and health officials to assist with communication, contact tracing, and other tasks. We will have direct contact with the ADH, who will guide us through the situation, including assisting with contact tracing. This could result in a brief closure of one or both schools to

allow for additional cleaning and sanitation, among other things as directed by ADH. Please see the sections below for additional information on response levels.

### **WILL STUDENTS AND STAFF BE SCREENED DAILY?**

Both students and staff will complete a daily screening tool PRIOR TO LEAVING HOME. By entering our school district bus or campus, students and staff are saying NO to these 5 questions, developed by the CDC and ADH:

1. Have you had a fever of 100.4 F in the last 2 days?
2. Have you had a cough, difficulty breathing, sore throat, or loss of taste or smell?
3. Have you been in contact with a person known to be infected with COVID-19 within the previous 14 days?
4. Have you or a member of your household tested positive for COVID-19 in the past 10 days?
5. Have you been tested for COVID-19 and are waiting test results?

If a student or staff member answers YES to any of the above questions, they should not enter HSD property, according to current policies, and must notify the school office of the situation. This notification will allow HSD to follow the mandated protocol from the ADH.

It is STRONGLY RECOMMENDED that each person keep a daily log for these questions. This information could be helpful if you are contacted by the ADH for possible exposure or transmission of COVID-19. HSD will provide a form with the questions and a log for your convenience. [CLICK HERE](#) to access the form.

The Hermitage School District has purchased infrared thermometers and may use them for screening as deemed necessary by the Superintendent.

### **WILL ELEMENTARY STUDENTS STILL HAVE RECESS?**

Students will have recess, as we know how important physical activity is for children. However, recess may not look the same. We will follow ADH guidelines currently in effect. We have updated the old Pre-K playground at the elementary school and will use this space for playtime as well.

### **WILL HSD HAVE EXTRACURRICULAR ACTIVITIES AND SPORTS IN THE FALL?**

YES! Student athletes have already returned to campus to begin practice. We do anticipate sports activities in the fall with possible modifications as required by the ADH and in coordination with the AAA.

### **WHAT WILL BAND AND CHOIR LOOK LIKE THIS FALL?**

We understand that most students cannot wear masks while participating in band and choir. At this time, we cannot tell you if the whole group will be able to participate at the same time. We will release any new guidance that we receive from ADH or DESE.

### **WHEN WILL HIGH SCHOOL SCHEDULES BE COMPLETE? WE NEED TO KNOW THIS BEFORE WE DECIDE WHETHER OR NOT WE CAN PROVIDE TRANSPORTATION FOR OUR STUDENTS TO PARTICIPATE IN VIRTUAL LEARNING.**

Parents who are concerned about transportation for extracurricular activities should strongly consider the blended (on-site) learning option.

### **WILL MY STUDENT BE ABLE TO EAT IN THE CAFETERIA?**

At this time, HSD is proud to announce that we have renewed our Community Eligibility Provision (CEP) status with the Child Nutrition Unit at DESE. So, we will once again be providing free breakfast and lunch for EVERY student in the district.

Based on current guidance, the ADH is recommending that we limit the number of students in our cafeterias. We plan to serve breakfast in the classrooms and to implement a lunch schedule that reduces the number of students in the cafeteria at any given time and allows for sanitization between groups of students. At this time, we are not allowed to have self-serve (salad bar, etc.) options, have students pick up utensils (will use pre-packaged utensils), or allow students to share ANY food, either from our cafeterias or brought from home.

HSD will not allow parents to drop off food at school for students near lunchtime, so food from home should be brought with the student.

Water **refill stations** are available to fill clear water bottles ONLY (no drinking) that are brought from home, but students will be encouraged to bring UNOPENED water bottles (clear containers) from home.

### **CAN STUDENTS BRING THEIR LUNCH?**

Based on current guidance, students can bring their own lunch. Lunches may not be dropped off by parents in the school offices at this time.

### **CAN I VISIT THE SCHOOL, CLASSROOM, OR EAT LUNCH WITH MY STUDENT? WILL PARENTS, VISITORS, OR PTO MEMBERS BE ALLOWED IN THE BUILDINGS?**

Under current ADH guidance, visitors will not be allowed in the school. Parents will not be allowed to eat with their children. Schools will discontinue large group gatherings (assemblies, pep rallies, etc.).

HSD has always welcomed parent support in our buildings; however, with the current guidance, visitors are not allowed in buildings. This guidance may change at a later time, but this is the guidance we have as of this update.

### **CAN I WALK MY CHILD INTO THE SCHOOL?**

No, parents and guardians may not walk them into the school, but they may walk their student to the school entrance. Visits to the school will be limited to essential activity and personnel only.

### **WHAT SPECIAL PRECAUTIONS WILL BE IMPLEMENTED IN REGARD TO CLEANING AND SANITIZING?**

Sanitation and cleanliness will be an even higher priority for our district as we return to our school buildings. Schedules are being developed to ensure every available opportunity to clean and sanitize is used. Every adult on campus will be helping with this! We have purchased new disinfectant foggers to use in our buildings and on our school busses multiple times daily. We will have plenty of sanitizing wipes and sprays, soap, and hand sanitizer available to be used multiple times during the day. Sanitizing stations have been set up in buildings and on our school busses. Custodians and staff will be trained in best practices for fighting germs, as well.

### **WHAT STEPS ARE BEING TAKEN TO REDUCE THE HEALTH/SAFETY RISK OF YOUR STUDENTS AND STAFF?**

HSD is committed to the health and safety of our students, teachers, and their family members; we expect all of our staff and students to follow appropriate ADH guidelines to minimize exposure and risks. Everyone — students and staff — will be expected to stay home when they are sick.

### **WILL TEMPERATURES BE TAKEN REGULARLY OF BOTH STUDENTS AND STAFF?**

At this time, the guidance from DESE and ADH does not include or recommend taking temperatures prior to admittance to a building or property. HSD has infrared thermometers and will take temperatures as deemed necessary.

**MY CHILD TAKES DAILY MEDICATION. IF I AM NOT ABLE TO ENTER THE SCHOOL, HOW WILL I GET MEDICATION TO THE NURSE?**

Parents who need to deliver medication to the school nurse will be allowed to enter the building at the front office. Please plan to drop off all medication at the elementary school and enter through the front door.

**MY CHILD HAS SEASONAL ALLERGIES, WILL SHE NEED TO STAY HOME WHEN SHE IS EXPERIENCING SYMPTOMS?**

Students with symptoms should be assessed at home prior to departing for school. [CLICK HERE](#) to access the form for assessing the student. If needed at school, students will be assessed by the school nurse and she will determine a course of action. Students with presumed illness will be sent to an isolated location in the nurse station instead of being in the same room as healthy students who may only be there to receive medication. Due to new ADH guidance, students are expected to remain at home until fever free for 48 hours without the aid of medication.

**HOW WILL THE DISTRICT HANDLE THE SITUATION IF THERE IS A POSITIVE CASE OF COVID-19?**

The ADH controls the procedures to be followed once a teacher or student tests positive. HSD will follow the guidance and direction provided to us by the ADH.

HSD will have a point of contact (POC) that will work closely with the Superintendent and local officials in regards to contact tracing, communication, and notification. Students may receive remote instruction if required to self isolate. If a student has been quarantined by the Arkansas Department of Health and is unable to complete remote instruction, that would be an excused absence. During the time of quarantine, students should participate in remote learning, if able.

In order for HSD to appropriately respond to situations, it is EXTREMELY IMPORTANT that parents communicate with building principals about health and educational progress.

It is also VERY IMPORTANT that parents make certain that the correct phone numbers are on file in the school office for all students.

**WHAT IS THE SCHOOL'S PLAN FOR EDUCATION IF THE SCHOOL HAS TO BE CLOSED BECAUSE OF A COVID-19 OUTBREAK?**

Unless we are directed otherwise by ADH and DESE, remote learning will be provided during times of school closure. Since we will have blended learning for students who physically attend school, the transition to remote learning will be easier if we have to close school to onsite instruction.

Please remember that, unlike the Spring of 2020, learning during this school year will follow the state standards that are used in our planned instructional flow. Learning will be rigorous and will likely cover new content, so it is important for students to stay on track with learning.

**WHAT PROTOCOL WILL BE FOLLOWED IF A STUDENT OR STAFF MEMBER BECOMES SICK AT SCHOOL?**

It is very important that parents monitor the health of their students on a daily basis using the tool provided. [CLICK HERE](#) to access the form. Please DO NOT send your student to school if they exhibit any signs of sickness.

Any person with symptoms will be screened by the school nurse and their temperature will be checked. If the temperature is over the ADH guidance, the student will be sent home and must be fever free for 48 hours without medication before returning to school.

If a student or staff member tests positive for COVID-19, the person will be required to present an official letter of release from ADH. Additionally, the person must be fever-free for 72-hours without medication. (See question above.)

Students and staff who have been away from school due to illness must check-in with the school nurse before returning to a classroom. The nurse's office at each school will have a place to keep students separated as much as possible.

### **WHAT WILL ARRIVAL AND DISMISSAL TIMES LOOK LIKE?**

Procedures will be put into practice to maximize social distancing during arrival and dismissal times. These practices will be monitored depending upon guidance from the ADH. Details for each school can be found in the building plans.

### **WHAT ABOUT THOSE STUDENTS WITH SPECIAL NEEDS (ASTHMA, WEAKENED IMMUNE SYSTEMS, ETC.)?**

The district will be prepared to accommodate students with special needs through on-site and off-site learning. Our Special Education teachers will be taking extra precautions when working with students. If parents have concerns about their students, they should reach out to the building administrator.

### **HOW WILL HSD FILL IN THE GAPS CAUSED BY MISSED LEARNING DURING THE SPRING SCHOOL CLOSURE?**

When schools were closed by Governor Asa Hutchinson in March, we were not allowed to teach any new content or learning. Since that time, teams of teachers have worked to revise our curriculum so that missed skills are addressed when students return to school in August. Additionally, students will be assessed to determine individual strengths and deficits. These assessments will help us determine which students need additional support. At the secondary level, missed skills will be embedded into the next course in the sequence. For the 2020-2021 school year, learning that occurs IF we are closed due to the pandemic will follow the currently developed curriculum documents, so new learning skills (content) will occur. It will be imperative for students to stay current on their school work!!

### **IF A STUDENT COMMITS TO BLENDED/ON-SITE LEARNING IN THE FALL SEMESTER, CAN HE/SHE STILL SWITCH TO VIRTUAL (ONLINE) LEARNING?**

Blended/on-site learning and Virtual Learning are semester commitments. You will be expected to stay in that environment for a full semester. In special circumstances, please contact the building administrator. Students wishing to enroll in virtual learning will be required to complete an application on the district website. Then, a meeting will be set up between the student, parent/guardian, and necessary personnel. Decisions will be made at that time.

### **WILL YOU ALLOW STUDENTS TO ATTEND HALF DAYS OR SPLIT DAYS?**

Seniors will be allowed to attend class on-site, according to their class schedule. For some Seniors, this might be attending only those courses needed to graduate, but, for others, it may be more classes to become a career education completer, or a personal choice. The school administrator has the right to require seniors on campus for other activities as needed to ensure compliance with graduation

requirements or any other educational need.

All other students that choose blended/on-site learning will attend the full day.

**WILL THE HSD CONTINUE TO HAVE THE 21ST CCLC AFTER-SCHOOL PROGRAM?**

We will continue to monitor guidance from DESE and ADH and will respond in accordance to this. We do plan to offer tutoring and support services for students, either virtually or on-site, beginning mid-September.

**WHEN SCHOOL STARTS WILL WE BE ABLE TO HAVE LARGE VENUE EVENTS SUCH AS FOOTBALL GAMES, CHOIR CONCERTS, BAND CONCERTS, ETC...?**

At this time, we are not sure what those events will look like. When it is closer to time, we will review the current guidance and make those determinations.

**WE ARE NEW HERE TO THE HERMITAGE SCHOOL DISTRICT, HOW WILL MY CHILDREN BE PROPERLY REGISTERED FOR CLASSES?**

You may contact the building offices for guidance on registration.

Pre-School - (870) 463-2246

Elementary (K-6) - (870) 463-8500

High School (7-12) - (870) 463-2235

**HOW WILL IMPORTANT INFORMATION BE SHARED WITH STUDENTS AND PARENTS?**

Every student and staff member in the HSD has an email account.

([firstname.lastname@hermitageschools.org](mailto:firstname.lastname@hermitageschools.org)) Information is frequently shared to this email address from the HSD Administrators.

Additionally, information is shared on our Facebook page, and via text messages, if the message is small. After July 9, we will have a place on our website ([www.hermitageschools.org](http://www.hermitageschools.org)) to house information related to the 2020-2021 school year and the COVID-19 pandemic.

As of August 10, 2020, HSD has a Youtube channel that will be used to post videos and information. The link is found on our Facebook page and will be shared with parents.

Of course, our phones are also answered and have a message option, if needed.

Central Office - (870) 463-2246

Pre-K Office - (870) 463-2299

Elementary Office - (870) 463-8500

High School Office - (870) 463-2235

## Virtual (Online) Learning **Standard Operations**

### **IF I DON'T WANT MY STUDENT TO RETURN TO A TRADITIONAL CLASSROOM, WHAT ARE MY OPTIONS?**

HSD is extremely concerned about our student's access to high-speed internet at home and the challenges that presents for our staff and students to access quality education away from school. The administrators in our district have repeatedly voiced this concern to our state education leaders, but no solution currently exists.

Requests from parents for students in grades K-12 to attend school everyday in an online format should be directed to the Superintendent's Office at (870) 463-2246 by July 16, 2020. After that date, the building administrator will contact each family to schedule a meeting with the parent/guardian, student, principal, and other necessary personnel to decide if virtual learning is the best option for the student. If the student is to enter virtual learning, parents and students will be required to sign and follow a handbook/contract with details of requirements.

### **WHAT CURRICULUM WILL YOU USE FOR VIRTUAL (ONLINE) LEARNING?**

Students enrolled in virtual school will have a more in-depth and comprehensive curriculum than provided online this past spring. Virtual curriculum will be more comparable to on-site learning, as this must be NEW learning. Curriculum presented last spring was designed to reinforce student learning that had occurred during the school year. Students will receive instruction in grade level standards and will include some teacher led, some digital, and some interactive online instruction. Students can expect approximately four hours of instruction and independent work each day.

### **WHAT ASSESSMENTS MUST MY CHILD TAKE IF THEY ARE ENROLLED IN VIRTUAL (ONLINE) LEARNING?**

Students will come to school for the following state mandated assessments:

- iReady Diagnostic Assessments Grades K-10 (Fall, Winter, and Spring),
- ACT Aspire grades 3-10 (Spring),
- ACT 11th grade, and
- PSAT 10th grade.

Decisions about semester tests have not been made. HSD Administrators may request student attendance on campus at any time for the purpose of completing monitored assessments or other educational needs.

### **IS THE INTERNET REQUIRED?**

Families who choose this option must have reliable home internet. They may need to access this internet from 3 to 5 hours per day. In our part of the state, a hot-spot from a phone typically does not download video content as needed for this type of learning.

### **WILL THE SCHOOL PROVIDE A COMPUTER (OR INTERNET DEVICE)?**

Chromebooks will be loaned to students (who request them) in virtual learning. Information about Chromebook distribution will be sent home at a later date.

### **IF PARENTS AND STUDENTS CHOOSE TO ATTEND SCHOOL IN THE ONLINE/BLENDED LEARNING FORMAT, WILL THEY BE ABLE TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES?**

Yes. Students (7-12 grades) registered in virtual learning may also participate in extracurricular activities, following the guidelines of their respective activity as issued by the coach and AAA. Transportation to practices must be provided by the parent.

As a reminder, the student must answer "NO" to all of the ADH health screening questions prior to coming on campus. [CLICK HERE](#) to access the form.

### **HOW WILL ATTENDANCE BE TAKEN FOR VIRTUAL (ONLINE) LEARNING?**

Attendance will be determined by on-time submission of work and levels of engagement.

### **IF A STUDENT COMMITS TO VIRTUAL (ONLINE) LEARNING IN THE FALL, CAN HE/SHE STILL RETURN TO BLENDED/ON-SITE LEARNING?**

Blended/On-site learning and Virtual Learning are semester commitments. You will be expected to stay in that environment for a full semester. In special circumstances, please contact the building administrator. Students wishing to enroll in virtual learning (online) will be required to complete an application on the district website.

[The application is also linked here.](#) Once the application is completed, the building principal will ensure that the student is eligible for virtual learning and contact the parent/guardian. If the student is deemed eligible for virtual learning, a meeting will be scheduled between the student, parent/guardian, and necessary school personnel to review expectations and sign assurances.

### **FOR VIRTUAL LEARNING, WILL THERE BE A TEACHER TEACHING STUDENTS VIRTUALLY?**

Students enrolled in virtual (online) learning will have an assigned HSD teacher or assigned Virtual Arkansas teachers. Their teacher will provide or assign instruction using a variety of learning platforms depending on the course/content area. The teacher will be available to assist the student at certain times, depending upon individual schedules and obligations. For HSD teachers, virtual instruction will not be the teacher's only responsibility, as they will also be teaching Blended/On-site Learning. Therefore, the teacher will not always be readily available. Students, parents, and teachers will have to communicate with each other in order to schedule times for assistance.

### **IS THE PRE-K PROGRAM OFFERED VIRTUALLY?**

No.

### **ARE THERE REQUIREMENTS FOR ENTERING HSD VIRTUAL (ONLINE) LEARNING?**

Yes, there are requirements for entering virtual learning. The following minimum requirements must be met:

- (Grades 2-12) - Minimum GPA of 3.0 for the previous semester.
- (Grades K-8) - Tier 2 on Reading and Tier 2 on Math for previous iReady assessment.
- Reliable internet service is available

Under extenuating circumstances, the Superintendent may grant a student who is unable to meet these requirements permission to participate in virtual learning.

### **ARE THERE ACHIEVEMENT EXPECTATIONS AND/OR CONSEQUENCES FOR FAILING TO MEET THOSE THROUGH HSD VIRTUAL (ONLINE) LEARNING?**

- Failing one or more courses during a grading period will result in the student being removed from HSD Virtual (Online) Learning and placed back in HSD Blended/On-site Learning.
- (Grades K-8) Students scoring Tier 3 in iReady will result in the student being removed from HSD Virtual (Online) Learning and placed back in HSD Blended/On-site Learning.

### **HOW WILL INSTRUCTION BE DELIVERED IN VIRTUAL (ONLINE) LEARNING?**

All instruction will be online; no in person or on campus instruction is available for this option. Students will be assigned a HSD or Virtual Arkansas teacher. Students will learn remotely full time and participate in Zoom sessions, which are required for some classes. **Students will be required to be onsite for state mandated assessments and other assessments/activities deemed appropriate by the course instructor or**

**building administrator.** All students (K-12) will be expected to participate daily. Students will follow all policies, handbooks, and procedures including attendance, assignments and behavior.

Secondary students will be taught by teachers that are certified in their specific content areas for their respective course.

**CAN WE CHOOSE TO COMPLETE ASSIGNMENTS USING PAPER PACKETS?**

No.

**WILL ELEMENTARY STUDENTS ENROLLED IN VIRTUAL (ONLINE) LEARNING HAVE ART, MUSIC, AND PE?**

Virtual students will have activities for art, music, and P.E.

**WILL ADVANCED PLACEMENT (AP®) COURSES BE OFFERED VIRTUALLY?**

AP courses for students in grades 9 - 12 will be offered through Virtual Arkansas.

**MY SENIOR STUDENT ONLY NEEDS A FEW COURSES IN ORDER TO GRADUATE. IF WE CHOOSE THE ONLINE OPTION, WILL THEY BE ALLOWED TO TAKE ONLY THOSE COURSES?**

Seniors only will be allowed to take the courses required for graduation, whether they enroll on-site or virtually. They will be allowed on campus for extra-curricular activities, but they must provide their own transportation and complete the health screener prior to arriving on campus. [CLICK HERE](#) to access the form.

**MY JUNIOR HIGH STUDENT PARTICIPATES IN BAND AND ATHLETICS. IF WE CHOOSE VIRTUAL SCHOOL, WILL I HAVE TO TAKE HER BACK AND FORTH FOR THOSE TWO ACTIVITIES?**

Parents will have to provide transportation for students who participate in virtual learning. They will be allowed on campus for extra-curricular activities, but they must complete the health screener prior to arriving on campus. [CLICK HERE](#) to access the form.

**WILL VIRTUAL STUDENTS BE ONLINE ALL DAY?**

Virtual students will be expected to participate in their learning using the appropriate learning management system for their specific course or grade level every day. Some courses will require students to participate in synchronous learning activities. Students will be engaged in learning for each student learning day on the school calendar. Generally, virtual learning requires that students are actively engaged in 3 - 5 hours of learning each day in content under the direction of a teacher.

**WILL THE STUDENT BE REQUIRED TO BE ONLINE AT SPECIFIC TIMES AND PARTICIPATE IN CLASSROOM ACTIVITIES, SUCH AS ZOOM MEETINGS, OR WILL THE STUDENT JUST GO TO THEIR GOOGLE CLASSROOM/CANVAS AND COMPLETE ASSIGNMENTS?**

This will depend on the course. Students enrolled in Virtual Arkansas (Grades 9-12) will have scheduled class sessions every day. These will be synchronous. In addition to students enrolled in Virtual Arkansas (Grades 9-12), students in grades K-8 will have synchronous learning activities when necessary.

**WILL MY CHILD STILL RECEIVE THERAPY SERVICES IN A VIRTUAL CLASSROOM?**

Speech, physical therapy, occupational therapy, and dyslexia services may be offered through teletherapy, with parent consent and digital learning systems like Mindplay. More details are forthcoming.

**HOW WILL SPECIAL EDUCATION STUDENTS RECEIVE SERVICES?**

Students will continue to receive the minutes included in their IEP. Teachers and paraprofessionals will provide instruction through Google Classroom, Canvas, and Zoom. More details are forthcoming.

**HOW WILL ENGLISH LANGUAGE LEARNERS STUDENTS RECEIVE SERVICES?**

Students will continue to receive services included in their LPAC. Teachers and paraprofessionals will provide instruction through Google Classroom, Canvas, and Zoom. More details are forthcoming.

**WILL GIFTED & TALENTED (GT) STUDENTS RECEIVE CONTINUED SUPPORTS THROUGH THE GT PROGRAM?**

Yes, online GT students will receive GT supports.

**HOW WILL 504 STUDENTS RECEIVE SERVICES?**

Students will, generally, continue to receive the accommodations included in their 504 plans. Teachers and paraprofessionals will provide instruction through learning platforms, such as Google Classroom, Canvas, and/or Zoom. More details are forthcoming.

**WILL MY CHILD STILL BE ABLE TO RECEIVE FREE LUNCH/BREAKFAST?**

As a student of the HSD, your child will still be eligible for free lunch/breakfast if attending Virtual School. If your child wants lunch and a breakfast item for the next day, you must call the elementary school office by 8:30 AM. You must call in every day you want this, as we are unable to keep a list for future days. You will be allowed to pick up your child's lunch and a breakfast item for the next school day in the elementary school car rider line from 10:15 AM until 10:45 AM. No lunches will be delivered.

**HOW WILL IMPORTANT INFORMATION BE SHARED WITH STUDENTS AND PARENTS?**

Every student and staff member in the HSD has an email account.

([firstname.lastname@hermitageschools.org](mailto:firstname.lastname@hermitageschools.org)) Information is frequently shared to this email address from the HSD Administrators.

Additionally, information is shared on our Facebook page, and via text messages, if the message is small. We will have a place on our website ([www.hermitageschools.org](http://www.hermitageschools.org)) to house information related to the 2020-2021 school year and the COVID-19 pandemic.

Of course, our phones are also answered and have a message option, if needed.

Central Office - (870) 463-2246

Pre-K Office - (870) 463-2299

Elementary Office - (870) 463-8500

High School Office - (870) 463-2235

## Operating Procedures for Limited Response

### **HOW WILL IT BE DETERMINED WHO GOES HOME AND WHO STAYS AT SCHOOL DURING LIMITED RESPONSE?**

Limited response is in effect when there are confirmed case(s) in a school building, but limited spread within the school and/or community, as determined by ADH. The district POC will work closely with ADH to determine who needs to be sent home for learning and who needs to remain at school. The POC will contact trace for all cases using seating charts and schedules. Anyone needing to quarantine will be notified immediately. If a student or staff member is quarantined, he/she will be required to present a release to return to school/work note from ADH.

At this level, the percentage of staff and students affected will not alter the delivery of district-wide on-site instruction and special services. Leadership should determine whether a grade span, school, department, a single classroom, etc. needs to briefly pivot to remote learning while contact tracing and additional disinfecting take place. Closing the entire district is not needed at this level of response.

### **HOW WILL STUDENTS WHO ARE QUARANTINED COMPLETE THEIR SCHOOL WORK?**

Students who are required to quarantine or isolate according to ADH will complete work using the school-issued Chromebook and the Learning Management System. Students will be accustomed to completing work this way, since this same method is used daily in school.

### **WILL MY CHILD BE EXPECTED TO COMPLETE SCHOOL WORK WHILE THEY ARE QUARANTINED?**

If a student is quarantined but has not tested positive for COVID-19, the student will be required to complete all school work and submit the work according to the due dates assigned.

If a student is quarantined and has tested positive for COVID-19, the parent/guardian will communicate with the building principal to establish when the student is healthy enough to complete work at home. At that time, assignments and due dates will be adjusted.

As in the case of any other illness, the work will need to be completed.

### **WILL PAPER COPIES OF THE WORK BE PROVIDED?**

No, paper copies will not be provided or accepted due to contamination.

## Operating Procedures for Moderate Response

- During Moderate Response, we limit the amount of people in the building.
  - A students - On-site on Monday & Thursday and Remote Tuesday, Wednesday, and Friday
  - B students - On-site Tuesday & Friday and Remote Monday, Wednesday, and Thursday
- Students will be divided into A & B groups by families, grade levels, and locations in order to continue to limit exposure and reduce class sizes.

### **HOW WILL I KNOW IF MY CHILD IS AN “A STUDENT” OR A “B STUDENT?”**

The school will make this determination in late August. This will depend on the number of students enrolled for blended (on-site and remote) instruction and Virtual Learning.

### **CAN I REQUEST THAT MY CHILD BE EITHER AN “A STUDENT” OR A “B STUDENT?”**

In general, no. However, if there are extenuating circumstances that are beyond personal preference, you may contact the building administrator with a request.

### **HOW WILL MY STUDENT COMPLETE SCHOOL WORK ON REMOTE DAYS?**

Students will complete work using the school-issued Chromebook and the Learning Management System. Students will be accustomed to completing work this way, since this same method is used daily in school. Student access to the Internet will be required. Access points were addressed previously.

### **HOW WILL ATTENDANCE BE TAKEN ON VIRTUAL DAYS?**

Attendance will be determined by on-time submission of work and levels of engagement.

### **WILL PAPER COPIES OF WORK BE AVAILABLE?**

No, paper copies will not be provided or accepted due to contamination.

### **IN THE EVENT OF A TEMPORARY SCHOOL CLOSURE DUE TO COVID-19, HOW WILL THE DISTRICT SERVE STUDENTS WITH SPECIAL NEEDS (SPECIAL EDUCATION, SPEECH, 504, DYSLEXIA)?**

As we did in the spring, in the event of a school closure, students will participate in live instruction with scheduled Zoom sessions that aligns with each student's individual plan.

### **WILL MEALS BE SERVED TO STUDENTS ON THE DAYS THAT THEY ARE NOT ASSIGNED TO BE AT SCHOOL?**

Meals will still be provided. They will be packaged in sacks for each student and will be send home from school ahead of time.

If you are an A student, you will take home Tuesday and Wednesday meals on Monday and Friday meals on Thursday.

If you are a B student, you will take home Wednesday and Thursday meals on Tuesday and Monday meals on Friday.

# Operating Procedures for **Critical Response**

All students will attend school virtually in critical response.

## **WHAT WILL VIRTUAL LEARNING LOOK LIKE FOR THE STUDENTS?**

Virtual students will be expected to participate in their learning using the appropriate learning management system for their specific course or grade level every day. Some courses will require students to participate in synchronous learning activities. Students will be engaged in learning for each student learning day on the school calendar. Generally, virtual learning requires that students are actively engaged in 3 - 5 hours of learning each day in content under the direction of a teacher.

## **WHAT IF MY CHILD NEEDS HELP IN ORDER TO COMPLETE ASSIGNMENTS?**

Teachers will be available via email and the Learning Management System. Zoom meetings may be scheduled for classes in order to provide whole class instruction. Also, individual Zoom sessions may be requested by the student and scheduled by the teacher.

## **WILL ATTENDANCE BE TAKEN DURING VIRTUAL LEARNING?**

Yes, attendance will be determined by on-time submission of work and levels of engagement.

## **WILL MEALS BE SERVED TO STUDENTS?**

Yes, meals will be provided. Depending upon the situation and the availability of food or supply/on-hand, one of three options will be followed:

- (1) The district will follow this schedule for meal distribution each day at the following pick-up locations and times:
  - High School - 11:00 AM
  - Apartments - 11:30 AM
  - Spring Hill Church - 12:15 PM (tentative, based upon participation); or
- (2) Meals will be distributed on Monday for the entire week. The following pick-up locations and times will be used:
  - High School - 11:00 AM
  - Apartments - 11:30 AM
  - Spring Hill Church - 12:15 PM (tentative, based upon participation); or
- (3) Meals will be distributed on the regular bus routes on Monday for the entire week.

## TERMS USED (Identified by DESE/ADH)

Point of Contact (POC) - A district employee appointed by the Superintendent to be responsible for contacting the School Hotline when a Confirmed Positive is identified within the district. This person will work with other school personnel to identify Probable Close Contacts within the district and share information with and be the liaison between the school district and ADH. This person must be accessible after hours and weekends.

Probable Close Contact - District identified individuals that have likely been within 6 feet for 15 cumulative minutes or longer within a 24-hour period to a person who has tested positive for COVID-19. This person(s) will be expected to self-quarantine immediately for 14 days from the last date of contact with the positive case and await their Close Contact status to be confirmed by ADH Contact Tracing. A quick response to identify and quarantine will slow the possible transmission of the virus. P.O.C. will notify probable close contacts.

Close Contact - An individual confirmed by ADH Contact Tracing who was within 6 feet for 15 cumulative minutes or longer within a 24-hour period a person who has tested positive for COVID-19 during the infectious period. The Close Contact will be required to self-quarantine for 14 days from the last date of contact with the infected person. It is highly recommended that all close contacts get tested for COVID-19, but individuals must complete the 14 days of quarantine even when the results are negative. They will be in contact with ADH for the duration of the quarantine period.

Secondary Contact - An individual who has had contact with someone identified as a Close Contact to a person who has tested positive for COVID-19. These individuals do not require quarantine, but are encouraged to monitor for signs and symptoms of COVID-19.

Quarantine - Required for someone identified as a Close Contact to a positive case of COVID-19. This person must remain at home and avoid all public activities for 14 days from the last date of contact with the positive case, even if they receive a negative test result. The incubation period in which symptoms of COVID-19 may develop is considered 14 days.

Isolation - Required for someone who has tested positive for COVID-19. This person must attempt to completely separate themselves from others for a minimum of 10 days; however, other criteria may apply when the person is either symptomatic or asymptomatic. The ADH Case Investigator will issue an official ADH letter of release when the individual is ready to return to work or school.