

Killingly High School COVID - 19 Addendum to the Parent/Student Handbook 2020-2021

Please note that the topics listed below will supersede the items in the “regular” handbook during the time of COVID -19. All other information in the student handbook will remain the same. Please review both handbooks with your students.

Masks **MUST** be worn on all buses, upon entering the building and throughout the day. During lunch, students will be able to remove their masks to eat. Mask breaks will be provided throughout the day while ensuring student and adult safety at all times. *If a student comes without a mask to school, a mask will be provided.* Each student will be provided their own desk shield and they will take it to each class and lunch.

8/11/20

Important Definitions:

- **Hybrid Schedule:** A schedule where students are in school some days and learning from home other days.
- **Distance Learning:** This denotes when students are learning from home.
- **Blended Learning:** A method of instruction that combines synchronous and asynchronous learning.
- **Synchronous Learning:** Describes instruction that happens at the same time but not necessary in the same place. For example, students learning both in the classroom and at home would be participating in instruction at the same time and in real time with the teacher.
- **Asynchronous Learning:** Describes instruction that does not occur in the same place or at the same time. For example, a teacher may post a video of a lesson with instruction and assignments that students then complete on their own without real time direct interaction with the teacher.
- **Social Distancing:** Describes the protocol by which students are expected to respect distancing between one another per health and safety guidelines.

8/11/20

Arrival

Upon arrival all students will go DIRECTLY to Advisory/PRIDE. There will be no congregating in the hallways, cafeteria or other school locations. Students will go to their advisory to check in and get their desk shields. Breakfast will be held in waves in the cafeteria. Students will pick up their desk shields and, when the bell rings, they will proceed to their first period class.

Dismissal

Students will end their day in Advisory /PRIDE. They will disinfect their desk shields and then be dismissed in waves, either to buses, parent pick up, student cars or student programs that are still taking place. At NO time will students be able to congregate near buses or in any part of the building. If still meeting, sports teams will be assigned a space to go to directly after they are dismissed.

Lunch

The lunch waves will ensure students are socially distanced at all times. Students will bring their desk shields to lunch and will use them on the table during lunch. Masks will be required unless a student is eating their lunch. Lunches will be distributed by table via a grab and go system. No more than 4 students will be allowed at each table.

Bathrooms

There will be maximum capacity limits in all bathrooms. Masks must be worn at all times in the bathrooms. Students must wash their hands prior to leaving the bathroom. There will be signs posted in the bathrooms with the capacity for various locations.

Hallways & Stairwells

Students will be directed by signs of the direction of the stairwells. The main stairwell will be UP ONLY and the two side staircases will be DOWN ONLY. The purpose for this is to minimize the face to face contact of the students to minimize spread of COVID-19. There will be directional signs in all hallways. As at all times, students must wear a mask during hallway travel. They will be reminded of the direction and side of the hallway in which they are walking.

8/11/20

Classrooms

Students will be expected to wear a mask and use their desk shield while in classrooms. Teachers will provide directions to the students regarding when they can remove their masks or their desk shields. Upon arrival to each class and departure from each class, the students will be provided hand sanitizer by the teacher.

- ***Special Classrooms and Programs: PE, Chorus, Band, other electives.***

1. PE:

- a. Students will be outside as often as possible for PE.
- b. When in the gym they will be six feet apart
- c. All equipment will be disinfected between classes as needed
- d. Gloves will be worn by students if they are sharing any type of equipment. All gloves will be removed prior to leaving class and students will use hand sanitizer as they enter and leave the classroom.

2. Music and other electives :

- a. Music (band and choir) will be held in the auditorium with seats clearly marked to meet the 12 foot requirement.
- b. When possible, art equipment will be used by one student only. The students will have their own supplies that travel with them as much as possible.
- c. When supplies or equipment must be shared, elective students will be required to wear gloves. This equipment will be cleaned between classes. All gloves will be removed prior to leaving the class and students will need to use hand sanitizer as they enter and leave the classroom.

Early Dismissals

Due to the current circumstances, we will not be accepting written notes for students dismissing early. This information should be sent through khsearlydismissal@killinglyschools.org prior to 10am on the day of the dismissal. Once the person picking up the student buzzes the front door, we will have your student leave class and exit the school without stopping at the main office.

Tardies/Late Arrivals

As always, students are encouraged to come to school on time each day. This will mitigate any concerns about cohort mixing. Due to the current circumstances, if a student arrives late to school, they will be held in the Isolation Room until the current period ends. When the next period begins, they will need to go to their Advisory and get their desk shield and take it to their next class. Tardy notes will not be accepted in any form except email. Please send all tardy excuses to khstardy@killinglyschools.org.

8/11/20

Parents Dropping Off Items for Students During the Day

Parents/Guardians should do their best to refrain from dropping items off at school for their students. In the case of an absolute necessity, the parent should buzz the front door and tell the office for whom they are dropping an item off. The student will be removed from class to go out and collect the item(s) from the person dropping the item off.

Visitors (PPT's, 504 Meetings etc.)

At this time we will not be encouraging visitors to meet in person. All meetings will be scheduled with the parent/guardian through a virtual platform. All parent/guardian meetings will be held virtually at a mutually agreed time for the families and school.

Isolation Rooms

Students who show symptoms of COVID -19 will be placed in a room with an adult until they are assessed and then picked up by a parent or guardian. Any student who refuses to wear a mask or has to be consistently reminded to wear the mask properly, will be sent to the isolation room until a parent or guardian can pick them up.

Personal Protective Equipment (PPE)

- **Masks:** Students will be required to wear masks at all times during school hours. The only exception will be during mask breaks which will be clearly announced and proctored by staff. Students will be required to wear masks that cover both the nose and mouth. The mask must also comply with dress code policy regarding appropriate language and images. If a student arrives at school without a mask, one will be provided. If a student refuses to wear a mask, they will be escorted to the isolation room and the parent will be called to pick them up. If a student has to be consistently reminded to wear the mask properly, they will be asked to stay in the isolation room until a parent can pick them up. Any mask exemption request must be initiated through the nurses' office.
- **Desk Shields:** Students will each be assigned their own desk shield. They will pick up their desk shield at the beginning of the school day in Pride and return to Pride at the end of the day to clean and store their own desk shield. Throughout the day, they will be expected to use their own desk shield in every class including lunch, and transport their desk shield between classes.
- **Gloves:** In classes where students will be asked to handle common materials, students will be issued gloves and asked to wear them. Students will sanitize their hands at the beginning of the class, use gloves while handling common materials and sanitize their hands at the end of class.

8/11/20

Grading

In all learning structures, KHS will adhere to the original grading policy that is defined in the Parent/Guardian/Student Handbook and was in place before the move to distance learning in the spring of 2020. Please note, given the evolving situation, our grading policy may be subject to review and change.

Social/Emotional Learning (SEL)

As student well-being is always the priority, KHS has time built into every schedule through our PRIDE classes for students to develop meaningful relationships with their teachers and peers and for teachers to connect with students regarding their struggles and concerns, and to refer families to counseling or supportive resources as necessary. Many of these resources will be made available on the school and district website.

Transition Between Models

The decision to transition between educational models will be made with consideration for state, regional and local perspectives that take into account parameters established at the state level.

8/11/20

Current Schedule to Start 2020-2021 School Year
Hybrid-On Campus/Distance Learning

Day	Students on Campus
Monday and Tuesday	A-K
Wednesday	Wednesday with PRIDE, followed by the class schedule and Office Hours via Zoom
Thursday and Friday	L-Z

Daily Schedule 8 Period Day (Each student is at KHS 2 Days/week)		
Period	Class	Time
A	PRIDE	7:30-7:55 (15 Minutes w/announcements and mindfulness) 7:35-7:45-First floor 1st half of 2nd floor and AgED 7:45-7:55- 2nd half of 2nd floor and 3rd floor and PE
1	A1	8:00-8:45 (45 Minutes)
2	A2	8:50-9:35 (45 Minutes)
3	A3	9:40-10:25 (45 Minutes)
4	B1	10:30-11:15 (45 Minutes)
5	B2	11:20-12:30 First floor 1st half of 2nd floor and AgED (Lunch 11:20-11:50 and Class 11:50-12:30) 2nd half of 2nd floor and 3rd floor and PE (Class 11:15-11:55 and Lunch 12:00-12:30) (30 minute lunches/ 40 minute classes)
6	B3	12:35-1:20 (45 Minutes)
7	B4	1:25- 2:10 (45 Minutes)
A	PRIDE	2:15-2:20-return shields, clean shields 2:20-2:40-Dismissal by parent pick up and student drivers, followed by 3 buses at a time called by intercom

Other Possible Schedules
FULL ON-CAMPUS DAILY SCHEDULE

PRIDE/Arrival/ Breakfast <i>Students to pick up desk shields</i>	7:30-8:05	35 Minutes <i>If student arrives later and did not get breakfast they would go in the next wave</i>
1st Breakfast Wave-1st floor 7:35-7:45	2nd Breakfast Wave-2nd floor 7:45-7:55	3rd Breakfast Wave-3rd floor 7:55-8:05
A1/B1	8:10-9:15	65 Minutes
PRIDE/B2 Announcements/Mindfulness during PRIDE	9:15-10:20	65 minutes
A2/B3	10:25-1:00	150 Minutes (30 Minute Lunch/ 120 Minute Class)
1st Lunch <i>Lunch 10:25-10:55 Class 11:00-12:55</i>	2nd Lunch <i>Class 10:30-11:00 Lunch 11:05-11:35 Class 11:40-12:55</i>	
3rd Lunch <i>Class 10:30-11:40 Lunch 11:45-12:15 Class 12:20-12:55</i>	4th Lunch <i>Class 10:30-12:20 Lunch 12:25-12:55</i>	
A3/B4	1:00-2:05	65 Minutes
PRIDE/Dismissal <i>Students to clean off desk shields Calling students by bus to leave class</i>	2:10-2:20-return shields, clean shields 2:20-2:40 dismissal of students by parent pick up/drivers and then busses 3 at a time	10 Minutes

FULL DISTANCE LEARNING SCHEDULE

Hybrid A/B, Flex Schedule 2020-2021: The following schedule balances the feedback that students and teachers need more consistency with the additional feedback that small groups would be of benefit and a later academic start would work better for students. Teachers would all have prep in the morning with additional time allotted where faculty meetings, department meetings or common prep could happen. There would be a consistent class schedule to follow starting at 9:00am. The times marked “small group time” could be given to Enriching Students and scheduled by the teacher through that platform. We could even give students access to request a spot.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-7:55	Prep/Common Planning/Dept Meeting	Prep/Common Planning/Dept Meeting	Prep/Common Planning/Dept Meeting	Prep/Common Planning/Dept Meeting	Prep/Common Planning/Dept Meeting
8:00-8:25					
8:30-8:55					
5 MINUTE BREAK					
9:00-9:30	A1 Class	B1 Class	A1 Class	B1 Class	Small Groups
9:30-10:00					Small Groups
15 MINUTE BREAK					
10:15-10:45	PRIDE Announcements /Mindfulness	B2 Class	PRIDE Announcements /Mindfulness	B2 Class	Small Groups
10:45-11:15					Small Groups
11:15-11:45	LUNCH				
11:45-12:15	A2 Class	B3 Class	A2 Class	B3 Class	Small Groups
12:15-12:45					Small Groups
15 MINUTE BREAK					
1:00-1:30	A3 Class	B4 Class	A3 Class	B4 Class	Small Groups
1:30-2:00					Small Groups
2:00-2:25	Small Groups	Small Groups	Small Groups	Small Groups	Small Groups

Student Expectations during Distance or Hybrid Learning:

Distance Learning: **Please note that the distance learning plan for students who have opted to stay home is different from the distance learning experience in spring 2020 when ALL students were on distance learning.** Students who have chosen a distance learning format will be given a schedule that includes the classes and teachers of record the student would have if they were on campus. Distance learning students will have additional teachers listed on their schedule who will be responsible for providing support for distance learning students in their scheduled core classes. Elective classes for distance learning students will be supported by the teacher of record during school hours and after school hours. Support teachers will not be scheduled for elective classes.

Responsibilities of Teachers of Record:

- To provide materials and assignments through Google Classroom in a timely manner that is in alignment with the in-school work
- To be available to the support teacher to clarify work and expectations.
- To make learning opportunities available through Google Meet, Zoom, streaming, recorded classroom experiences, etc.

Responsibilities of Support Teacher:

- To communicate with the teacher(s) of record as needed.
- To meet with distance learning students individually or in groups during time that has been allocated during the school day
- To support distance learning students as they complete work and assignments

Responsibilities of the Student:

- Wake up early enough that you are ready to learn 15 minutes before your first class.
- Find a comfortable place for learning. Try to use the same space every day. A desk or table would be ideal so you can spread out your learning materials.
- Have your iPad (charged or plugged in to power), materials for the class (notebooks, texts, calculators) with you.
- Before each class, check your school email and login to Google Classroom. Teachers will be taking attendance based on assignment completion in Google Classroom.
- Be an active learner: Listen to the teacher, follow along with any presentations/videos, complete all activities, ask questions.
- Submit any required work through Google Classroom or per teacher direction.
- If you miss a class, students are responsible to follow up with the teacher.
- If you have a question, please email your teacher.

Hybrid Learning:

- On days when students are not on site but are learning from home, students should follow all expectations listed above for distance learning.
 - Wednesday will be a distance learning day for ALL students with students expected to attend virtual classes with their teachers at the regularly scheduled class times.
 - On Wednesdays, the last PRIDE of the day will be time students may

8/11/20

schedule office hours with their teachers

- On days when classes are on campus, it is essential that students attend. As students are only on campus for two days each week, these in-class opportunities are very important.
- If a student misses a class, he or she is responsible for contacting the teacher for what was missed and completing the assigned work.

Frequently Asked Questions

1. If I keep my child (in senior year) at home to do virtual learning and they go back to school in the second half, can they graduate with class at the end of year? If remote all year, can they still graduate with class? **Currently, the state DOE is allowing parents to choose to keep their children home and be on Distance Learning. In such cases, if a student meets all of the requirements of their distance learning and passes the necessary classes, they will be able to graduate on time. The DOE may, however, require on campus learning and attendance in the future which would impact the answer to this question.**
2. I didn't see anything on the KPS Reopening plan that addressed the Technology Dept. Classes at the High School. What are the plans for these classes? Are you expecting to be able to fully execute the curriculum in these classes or will they need to be modified? **While appropriate and reasonable adjustments may need to be made in a distance setting, on campus classes will be able to offer their regular curriculum while adhering to the safety guidelines.**
3. How are you going to have hands on work in labs, Ag and shops? **Any class that requires students to handle materials that others may touch will require that students sanitize their hands at the beginning of class, wear school-issued gloves while handling common materials and sanitize their hands again at the end of classes. When possible, students will receive their own materials with which to work.**
4. High school kids have very diverse schedules, how is tracing going to work should someone get sick? So many kids and towns are involved. **The goal is to cohort students as much as possible and to minimize the number of cohorts. This will enable communication and action for students who come in close, extended contact with someone who tests positive. It is true, however, that student contact extends beyond the school building and that tracing with total clarity is very challenging.**
5. What will classes look like for high school, electives and changing classes? **The school has implemented mask requirements and numerous protocols to keep students safe. This includes posted directional signs for hallways, an increased number of lunch waves, desk shields and social distancing expectations. The plan maximizes the "layers" that protect students to the greatest degree possible.**

8/11/20

6. What is the highest number of students in a classroom at KHS and how far apart will the desks be if the classroom is full. Will students be 6 feet apart? **KHS will be meeting requirements to socially distance students to the greatest degree possible. As referenced in the answer to question 5, the focus is on layering safety measures to protect students and staff to the greatest extent possible.**
7. How will KHS schedule their passing times? Will all students be in the halls at the same time? **All students will be passing at the same time, but stairwells will be labeled as strictly up or down staircases, hallways will have directional requirements and bathrooms will have maximum capacities that will minimize face to face contact.**
8. How will hands on classes like wood shop, photo, art, and gym be handled as students are not allowed to share items? Will these classes be offered? **Any class that requires students to handle materials that others may touch will require that students sanitize their hands at the beginning of class, wear school-issued gloves while handling common materials and sanitize their hands again at the end of classes. When possible, students will receive their own materials with which to work.**
9. At KHS where students can't be put in cohorts, how will students who show signs of Covid-19 affect classmates and the school in general? Will classmates have to be quarantined? **Students who show signs of sickness will be quarantined in an established isolation room until their parents can pick them up. They will then have to remain home until 10 days after their initial symptoms. How this will affect members of their cohort depends on individual circumstances.**
10. Does the amount of physical contact affect if a sport will be offered (contact vs non-contact sport)? For example, football vs. cross country or basketball vs. tennis? **The CIAC will be determining what sports run and what precautions must be taken.**
11. Will students be offered the opportunity of a hybrid education at the high school? To explain, if students have a lab or a shop type class will they be able to attend in person and distant learn for all other classes? **The district will decide through which structure students will receive instruction (fully on campus, hybrid, distance learning). Students will be expected to attend school within the established structure. In the case of a fully on campus or hybrid model, parents may opt to keep their student home on distance learning. Self selecting which times they would like to be on campus, however, is not tenable from an organizational or safety perspective and will not be allowed.**