



# **Terryville High School 2020-2021 School Reopening Handbook**

## **\*COVID-19 Addendum\***

Any and all procedures, policies, and protocols contained in this addendum that either modify or conflict with those present in the [THS Student Handbook](#) will supersede them for the entirety of the 2020-2021 school year.

This document may be amended at any time based upon updated information and guidance from the [CT Governor's Office](#), the [Connecticut State Department of Education](#) (CTSDE), and [State](#) and [Local Health Agencies](#).

**COVID-19 Health and Safety Compliance Liaison: Dr. Martin J. Semmel** - Working in conjunction with the Director of Nursing, Torrington Area Health Director and Medical Advisor, our liaison will work to ensure that the district is following all safety protocols.

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## **Plymouth Public Schools District Statement**

The Plymouth Public Schools are committed to the safety and well-being of our students and staff. The pandemic has caused significant harm to our society. Our schools play a vital role in supporting our students and parents. The opportunities we provide for academic growth are essential. However, the opportunities for social and emotional growth are equally important at this time. That is why we will do our best to open schools and keep them open.

COVID-19 is a health emergency and therefore we will take guidance from experts in the field of health, especially experts of infectious disease. The Connecticut Department of Public Health (DPH) developed a set of primary and secondary metrics adapted from the Harvard Global Institute and supplemented with existing DPH measures. These metrics will be reviewed weekly by the Superintendent of Schools, Director of Nursing, Medical Advisor and the DPH to guide the decision making process as it relates directly to our learning plan. You may find the most recent indicator metrics [here](#). Seven day rolling average data is available for Litchfield County [using this map](#). You will need to click Litchfield County.

Given the current metrics from the DPH, as of August 13, the Plymouth Public Schools will reopen under Plan B, Hybrid Model. Parents may choose the remote learning option whenever the district has chosen either Plan A or Plan B. The metrics, in conjunction with our medical team, will continue to drive our weekly decisions on our Learning Plan.

For additional information including the [complete reopening plan](#), please see the [School Reopening Fall 2020 page](#) on the [District Website](#).

## **Terryville High School Administration Statement**

As with so many aspects of life, school and all the usual activities associated with it are now being considered in a new light due to the COVID-19 pandemic. Things we have always taken for granted as “normal” have suddenly become either completely unavailable to us, or have been altered into new and sometimes barely recognizable forms. As we open a new school year in the face of this ongoing health crisis almost every aspect of school needs rethinking and redesigning in order to ensure the health and safety of the entire school community, while still attempting to provide the best possible learning experience for all of our students. This involves the development of many alternative scenarios and analyzing the pros, cons, and trade-offs of each one, then making the best decision possible for moving forward while accounting for our resources, our capacity as a school, and the most current information available. It is neither a simple nor obvious process, as we are all currently sailing in uncharted waters.



Yet despite the many challenges and uncertainties, there are a few things that we do know going into this school year. First, that as a community it will be important to understand that each and every one of us has a role to play. In a quite literal way, each of our individual actions have a potentially large impact on the health of the whole group. Each of us must rely on the collective actions of our fellow community members in order to stay as safe and healthy as possible, and we must always bear in mind the potential impact of our actions on others. Second, we know that everyone is experiencing this crisis together, and no one is spared its impact. In this sense we must remember to extend empathy to one another, as everyone is currently dealing with some degree of negative impact. Third, we know that none of us know exactly what the future holds and how this school year will unfold. We have planned for a number of different contingencies, and it is likely that we may need to switch, perhaps multiple times, between different school models. In addition, despite all the planning that has already been done, there is always an element of surprise associated with trying to do things that have never been done before. Yet, this is where we find ourselves as we enter this school year.

Despite all the uncertainty we are fortunate to have the opportunity right now to reopen our schools. How long they are able to remain open will be determined to a great extent by the collective outcome generated from the many individual actions taken or not taken over the coming months. The challenges of the upcoming school year will no doubt be many, and in many ways they are completely unprecedented, but we believe that by working together, looking out for one another, and continuing to adapt as our situation changes, the THS School Community will rise to meet those challenges.

Principal Mike Hults

Assistant Principal Darron Vigliotti

## **Health and Safety Requirements**

Terryville High School, in collaboration with the Office of the Governor, the CTSDE, and the District Reopening Committee, has provided the following set of protocols and guidance for student and staff health and safety. THS and PPS will continue to work in partnership with local and state health authorities and the Office of the Governor as we continue into the 2020–21 school year.

The following guidance incorporates information from [CDC Consideration for Schools](#), [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#), and [Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together](#). It is intended to assist our school in complying with Governor's and CT State Department of Education requirements to help ensure employee and student safety during the COVID-19 pandemic.

## **Potential Covid Mitigation**

THS will be utilizing guidance from the CTSDE in responding to potential COVID-19 cases in school. This guidance can be found at the link below:

[Interim Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts](#)

Any student or staff member that exhibits any flu-like or COVID-like symptoms that are verified by our school nurse, will be taken to an isolation room immediately. Students who are brought to the isolation room will be sent home. If the student drove to school the parent will be notified of the situation and the student can drive home. If the student requires a parent pick up, we ask the parents to arrange for the child to be picked up as soon as possible. Students and staff who have been in the isolation room will be escorted out of the building while the halls are empty limiting any exposure to any other members in the building. Deep cleaning of the space will happen immediately. All of the guidelines in the above link will be followed.

## **General Health Guidelines**

- Do not allow students, staff, vendors, parents and guardians, or guests on-site if they:
  - Are showing symptoms of COVID-19.
  - Have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days.
- No outside groups will be allowed to conduct meetings or classes in the high school building until further notice.
- Whenever possible, meetings and other official business should be conducted through virtual meeting applications or phone calls. This includes IEP and 504 meetings.

- Ensure staff are trained in health and safety protocols for our school, including how to screen for symptoms, maintaining physical distance, wearing appropriate PPE, frequent cleaning and handwashing, and what to do if someone develops signs of COVID-19.
- Communicate regularly with families and staff, and emphasize the importance of staying home when sick, physical distancing of six feet where appropriate, and hand hygiene.
- Our schools, in compliance with the State Department of Education School Reopening Plan, will require all students and staff wear masks that cover the mouth and nose throughout the day. Students and staff will supply their own masks. Masks will be made available if you do not have one. If children qualify for a mask exemption then alternatives may be explored.

## Daily Home Health Screening

All school community members play a significant role in mitigating the possibility of a COVID-19 outbreak in school. One of the single most important things that all school staff and students must do is **STAY HOME WHEN THEY ARE SICK and NOT RETURN TO SCHOOL UNTIL MEDICALLY CLEARED BY THE SCHOOL NURSE** (see “Returning to School After Illness” section below).

All students and staff are required to complete a daily home health screening before coming to school. In accordance with [CDC guidance](#) and the [CTDSE Interim Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts](#), **students and staff who have any of the following symptoms should not come to school:**

- Fever of 100.4°F or higher (Do not give a fever reducer and send to school)
- Cough
- Shortness of breath or trouble breathing
- Sore throat
- Chills
- Sudden loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea

Contact the school immediately to report symptoms and contact your doctor as soon as possible. You will likely need to get a COVID-19 test before returning to school.

To report an absence please call the THS attendance line at (860) 314-2777 and report the following information:

- Student’s full name and their grade
- List symptoms (please give as much detail as possible)
- Any siblings or household members who attend or work at any other district schools

If parents refuse to disclose symptoms to the school then the student will be required to stay home for 10 calendar days.

**Any student or staff member who has had close contact with someone diagnosed with COVID-19 should not come to school.** Close contact is defined as “Spending at least 15 minutes within 6 feet of a person with confirmed COVID-19, or a direct exposure to possibly infected droplets of saliva or nasal mucus (e.g., begin sneezed or coughed on in the face).”

If a student has a positive COVID-19 diagnosis OR has had close contact with someone diagnosed with COVID-19 then isolation/quarantine is necessary. Notify the school and follow the guidance found in the [CTDSE Interim Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts](#) document for either of the following scenarios:

1. Individual has COVID-19 symptoms AND had close contact to a person diagnosed with COVID-19
2. Individual does not have COVID-19 symptoms BUT had close contact to someone diagnosed with COVID-19

## Returning to School After Illness

**\*If a student is out sick then a medical clearance from the school nurse is required before returning to school.\***

In order to obtain a medical clearance the following two items are required:

1. Documentation of a negative COVID-19 test OR a medical note/confirmation from a doctor regarding diagnosis of a non-COVID illness OR a medical reason for absence that is not COVID-19 related (medical procedure, mental health issue, etc.)
2. Communication with the THS nurse giving clearance to return to school based on conditions above and the absence of symptoms for 24 hours

**Any positive test or close contact with a person diagnosed with COVID-19 requires isolation/quarantine.** Notify the school of the result and/or situation and follow guidance in the [CTDSE Interim Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts](#) document. Under no circumstances should any student or staff member return to school until they have been symptom-free for 24 hours (this included being fever-free without a fever reducer).

For information on testing and quarantining please see the following:

- [Testing for COVID-19 \(CDC\)](#)
- [Where do I go to get tested for COVID-19? How do I know if I should be tested? \(CTSDE\)](#)
- [When to Quarantine \(CDC\)](#)



## Protocols for Reducing Transmission of COVID-19

### Face Mask Requirement

In compliance with the State Department of Education School Reopening Plan and pursuant to [Executive Order No. 7NNN](#), Terryville High School will require all students and staff wear masks that cover the mouth and nose throughout the day. Students and staff will supply their own masks. Masks will be made available if you do not have one. If students qualify for a mask exemption then alternatives may be explored.\*

\*As per Executive Order No. 7NNN, “Any person who declines to wear a mask or face covering because of a medical condition shall be exempt from this order and any requirement to wear masks in Sector Rules or other rules issued by the Commissioner of the Department of Economic and Community Development (DECD), but only if such person provides written documentation that the person is qualified for the exemption from a licensed medical provider, the Department of Developmental Services or other state agency that provides or supports services for people with emotional, intellectual or physical disabilities, or a person authorized by any such agency. Such documentation need not name or describe the condition that qualifies the person for the exemption.” For more information please see the “Face Mask” portion of this document found in the “Revised School Protocols and Procedures” section.

*Please contact the school prior to arriving without a mask. A meeting will need to be scheduled in order to review the medical note and discuss the necessary accommodations.*

### Physical Distancing

We will stay 6 ft away from each other to the maximum extent possible. Desks will face the same direction and as far apart as possible. Unnecessary furniture will be removed to allow for additional space. In order to maximize distancing there will be new protocols and procedures in place regarding travel through hallways and on staircases, assigned seating in classrooms, food and drink, breakfast and lunch, entry and exit, bathroom usage, clubs and extracurricular activities, and accessing guidance. In addition large gatherings such as assemblies and field trips will not be scheduled. For more information regarding these specific protocols and procedures please see the “Revised School Protocols and Procedures” section of this document.

### Hygiene Practices

[As per the CDC](#), “handwashing is one of the best ways to protect yourself and your family from getting sick.” Students and staff will be encouraged to wash their hands as frequently as possible, and sanitize often, including upon entry into all classrooms and common spaces. Hand sanitizer dispensers will be available throughout the school and in all classrooms. Students will be taught proper hand washing techniques.

## **Buses**

Bus stops and buses are subject to all the same safety protocols as school. Bus riding is a privilege that can be revoked for noncompliance. Masks must be worn at bus stops and on the bus. For the purpose of maximizing distancing and contact tracing all students will have assigned seats on the bus. Failure to comply with mask and seating protocols on the bus may result in temporary suspension of bus privileges. Multiple violations may result in permanent suspension of those same privileges.

### **Key Points:**

- Face masks must be in place (over mouth and nose) before boarding the bus. If a student does not have a mask, one will be provided to them by the driver. If a student refuses to wear a mask, they will be written up by the driver in accordance with District policies.
- Masks must be worn during transit.
- Students will be expected to ride the same bus to school in the morning and the same bus home in the afternoon every day.
- Students will load the bus from the back row to the front row. At school departure buses will be loaded from back to front.
- Students will not be allowed to change seats during the route.
- Students must face forward at all times.
- Social distancing should be followed at all bus stops and masks should be worn.

## **Reopening Models, Sample Schedules & Student Expectations**

In accordance with [guidelines from the CTSDE](#) the Plymouth Public Schools have developed [3 school models](#) for the upcoming school year. Generally these models, which we refer to as Plan A, Plan B, and Plan C, range from a “full” model where all students attend school in person at the same time, to a “distance learning” model where all students stay home and access their classes through online platforms in a synchronous and asynchronous way.

### **Which model is implemented at any given time and how is that determined?**

The decision as to which model is being implemented at any given time is a collaborative decision between the Plymouth Public Schools and the TAHD based on [CTSDE’s Interim Guidance for Decision-Making Regarding the Use of In-Person, Hybrid \(Blended\), or Remote Learning Models in Connecticut Schools during COVID-19](#). For current COVID-19 case numbers per 100,000 please see [this map](#).

\*As of August 13th, 2020 Plymouth Public Schools are opening in Plan B with a tentative goal of pivoting to Plan A on Monday, September 21, 2020 based on a review of parameters outlined in the CTSDE document listed above.

### **Plan A (Minimal COVID transmission) - Full in Person with Heightened Health and Safety Protocols**

#### **Key Features:**

- All students attend school Monday through Friday
- Students will travel on altered 4-period block schedule that rotates over 4 days
- Maintain structure of master school schedule
- Utilize larger spaces to increase social distancing (as feasible)
- Reduced number of transitions within the school day
- Upon switching to Plan A school calendar would updated to indicate rotation days/dates

#### **Bell Schedule:**

<b>Time</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>
7:32 - 9:07	A	E	B	E
9:10 - 10:43	B	F	A	G
10:46 - 12:36 <ul style="list-style-type: none"> <li>• 10:46 - 11:06</li> <li>• 11:16 - 11:36</li> <li>• 11:46 - 12:06</li> <li>• 12:16 - 12:36</li> </ul>	C (lunch)	HR (lunch)	D (lunch)	HR (lunch)
12:39 - 2:12	D	G	C	F

### Sample Student Schedule

Periods	A - D	E - G, HR	A - D	E - G, HR
Time	Day 1	Day 2	Day 3	Day 4
7:32 - 9:07	A - Firefighter Rm. 224	E - US History II Rm. 207	B - Digital Media & Movie Making Rm. 221	E - US History II Rm. 207
9:10 - 10:43	B - Digital Media & Movie Making Rm. 221	F - Pre-Calculus Rm. 303	A - Firefighter Rm. 224	G - Training & Fitness Rm. GYM
10:46 - 12:36 <ul style="list-style-type: none"> <li>• 10:46 - 11:06</li> <li>• 11:16 - 11:36</li> <li>• 11:46 - 12:06</li> <li>• 12:16 - 12:36</li> </ul>	C (lunch) - Environmental Science Rm. 312	HR (lunch) - Advisory Homeroom Rm. 308	D (lunch) - Junior English Rm. 211	HR (lunch) - Advisory Homeroom Rm. 308
12:39 - 2:12	D - Junior English Rm. 211	G - Training & Fitness Rm. GYM	C - Environmental Science Rm. 312	F - Pre-Calculus Rm. 303

### Plan B (Moderate COVID transmission) - Hybrid Model

#### Key Features:

- 50% Capacity - Students will be separated into two cohorts according to last name
  - Cohort A - Students with last names ending with A through Kee
  - Cohort B - Students with last names ending with Kef - Z
- Students attend school 2 days per week and take part in asynchronous distance learning 3 days a week
  - Cohort A students attend school on Monday and Tuesday, and participate in asynchronous distance learning on Wednesday, Thursday, and Friday
  - Cohort B students attend school on Thursday and Friday, and participate in asynchronous distance learning on Monday, Tuesday, and Wednesday
- All staff and students are home on Wednesday
- Live instruction will be in classroom with certified teacher
- Homeroom is added as an 8th period and treated as a structured study hall where students would have a guaranteed opportunity to work on their asynchronous work
- Master schedule is maintained

**Bell Schedule:**

Who Attends? →	Cohort A (Last Names A-Kee)		Distance Learning (All Students)	Cohort B (Last Names Kef-Z)	
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:32 - 9:07	A	E	Teacher office hours & individual meetings by appointment	A	E
9:10 - 10:43	B	F		B	F
10:46 - 12:36 <ul style="list-style-type: none"> <li>● 10:46 - 11:06</li> <li>● 11:16 - 11:36</li> <li>● 11:46 - 12:06</li> <li>● 12:16 - 12:36</li> </ul>	C (lunch)	HR (lunch)		C (lunch)	HR (lunch)
12:39 - 2:12	D	G		D	G

**Sample Schedules and Daily Student Expectations****Student in Cohort A (Last names A - Kee)**

Location	Live Learning in School		Distance Learning at Home		
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:32 - 9:07	<b>A</b> - Firefighter Rm. 224	<b>E</b> - US History II Rm. 207	Student logs into Google Classroom and completes daily attendance question for ALL classes (A-G) by 1:30  Individual and small group teacher meetings during posted office hours and/or at mutually agreed upon time  Student works on "at-home" assignments	Student logs into Google Classroom and completes daily attendance question for ALL classes (A-D) by 1:30  Student works on "at-home" assignments	Student logs into Google Classroom and completes daily attendance question for ALL classes (E-G) by 1:30  Student works on "at-home" assignments
9:10 - 10:43	<b>B</b> - Digital Media & Movie Making Rm. 221	<b>F</b> - Pre-Calculus Rm. 303			
10:46 - 12:36 <ul style="list-style-type: none"> <li>● 10:46 - 11:06</li> <li>● 11:16 - 11:36</li> <li>● 11:46 - 12:06</li> <li>● 12:16 - 12:36</li> </ul>	<b>C</b> (lunch) - Environmental Science Rm. 312	<b>HR</b> (lunch) - Advisory Homeroom Rm. 308			
12:39 - 2:12	<b>D</b> - Junior English Rm. 211	<b>G</b> - Training & Fitness Rm. GYM			

### Student in Cohort B (Last names Kef - Z)

Location	Distance Learning at Home			Live Learning in School	
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:32 - 9:07	Student logs into Google Classroom and completes daily attendance question for ALL classes (A-D) by 1:30  Student works on "at-home" assignments	Student logs into Google Classroom and completes daily attendance question for ALL classes (E-G) by 1:30  Student works on "at-home" assignments	Student logs into Google Classroom and completes daily attendance question for ALL classes (A-G) by 1:30  Individual and small group teacher meetings during posted office hours and/or at mutually agreed upon time  Student works on "at-home" assignments	A - Firefighter Rm. 224	E - US History II Rm. 207
9:10 - 10:43				B - Digital Media & Movie Making Rm. 221	F - Pre-Calculus Rm. 303
10:46 - 12:36 • 10:46 - 11:06 • 11:16 - 11:36 • 11:46 - 12:06 • 12:16 - 12:36				C (lunch) - Environmental Science Rm. 312	HR (lunch) - Advisory Homeroom Rm. 308
12:39 - 2:12				D - Junior English Rm. 211	G - Training & Fitness Rm. GYM

### Plan C (High COVID transmission) - Remote Learning Model

- School facilities are closed
- All staff and students are off site (at home)
- All students will follow their schedule and participate in live synchronous classes through Google Meet on Monday, Tuesday, Thursday, and Friday
- Wednesdays are dedicated to asynchronous work, teacher office hours, and group meetings
- Master schedule is maintained

### Weekly Schedule for Synchronous Classes via Google Meet:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:45	A	E	Teacher office hours & individual meetings by appointment	A	E
9:00 - 9:45	B	F		B	F
10:00 - 10:45	C	N/A		C	N/A
11:00 - 11:45	D	G		D	G

### Sample Schedule and Daily Student Expectations

Location	Distance Learning at Home via Google Meet				
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:45	A - Firefighter	E - US History II	Student logs into Google Classroom and completes daily attendance question for ALL classes (A-G) by 1:30  Individual and small group teacher meetings during posted office hours and/or at mutually agreed upon time  Student works on "at-home" assignments	A - Firefighter Rm. 224	E - US History II
9:00 - 9:45	B - Digital Media & Movie Making	F - Pre-Calculus		B - Digital Media & Movie Making Rm. 221	F - Pre-Calculus
10:00 - 10:45	C - Environmental Science	Individual student meetings (scheduled by teacher as necessary) & student work time		C - Environmental Science	Individual student meetings (scheduled by teacher as necessary) & student work time
11:00 - 11:45	D - Junior English	G - Training & Fitness		D - Junior English	G - Training & Fitness
12:05 - 2:30	Student works on "at-home" assignments	Student works on "at-home" assignments		Student works on "at-home" assignments	Student works on "at-home" assignments

- ALL Students attend virtual classes according to their normal schedule on Monday, Tuesday, Thursday, and Friday
- Students access Google Meets via Google Classroom and are expected to attend all classes at the posted times on Monday, Tuesday, Thursday, Friday
- Students must complete attendance questions for periods A-D (Monday, Thursday), A-G (Wednesday), and E-G (Tuesday, Friday) in order to be considered "present"
- Remote Learners follow the same schedule

## **Remote Learning**

Students choosing the remote learning option will follow their daily schedule and “attend” classes virtually via Google Meet according to their schedule. They will access these meets via the Google Classrooms that their individual teachers set up. For the purposes of the Plan B - Hybrid Model all students choosing remote learning will attend live classes on Monday and Tuesday for synchronous instruction and complete asynchronous assignments on Wednesday through Friday.

### **Sample Schedule and Expectations for Remote Learners**

#### **Plan A - Full Opening for Remote Learners**

<b>Location</b>	<b>Live Synchronous Learning via Google Meet from Home</b>			
<b>Periods</b>	<b>A - D</b>	<b>E - G, HR</b>	<b>A - D</b>	<b>E - G, HR</b>
<b>Time</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>
7:32 - 9:07	<b>A - Firefighter</b>	<b>E - US History II</b>	<b>B - Digital Media &amp; Movie Making</b>	<b>E - US History II</b>
9:10 - 10:43	<b>B - Digital Media &amp; Movie Making</b>	<b>F - Pre-Calculus</b>	<b>A - Firefighter</b>	<b>G - Training &amp; Fitness (no live classes, GC only)</b>
10:46 - 12:36 <ul style="list-style-type: none"> <li>• 10:46 - 11:06</li> <li>• 11:16 - 11:36</li> <li>• 11:46 - 12:06</li> <li>• 12:16 - 12:36</li> </ul>	<b>C - Environmental Science</b>	<b>HR - No live classes, student work time</b>	<b>D - Junior English</b>	<b>HR - No live classes, student work time</b>
12:39 - 2:12	<b>D - Junior English</b>	<b>G - Training &amp; Fitness (no live classes, GC only)</b>	<b>C - Environmental Science</b>	<b>F - Pre-Calculus</b>

- Students attend virtual classes according to their normal schedule on Monday through Friday (exceptions are Physical Education classes and Homeroom which will not hold live classes - students should use this time to work on assignments, contact teachers, etc.)
- Students access Google Meets via Google Classroom and are expected to attend all classes at the posted times on Monday through Friday
- Students complete all assignments posted through Google Classroom



### Plan B - Hybrid for Remote Learners

Location	Live Synchronous Learning via Google Meet from Home		Distance Learning at Home					
	Monday	Tuesday	Wednesday	Thursday	Friday			
7:32 - 9:07	<b>A</b> - Firefighter Rm. 224	<b>E</b> - US History II Rm. 207	Student logs into Google Classroom and completes daily attendance question for ALL classes (A-G) by 1:30	Student logs into Google Classroom and completes daily attendance question for ALL classes (A-D) by 1:30	Student logs into Google Classroom and completes daily attendance question for ALL classes (E-G) by 1:30			
9:10 - 10:43	<b>B</b> - Digital Media & Movie Making Rm. 221	<b>F</b> - Pre-Calculus Rm. 303						
10:46 - 12:36 • 10:46 - 11:06 • 11:16 - 11:36 • 11:46 - 12:06 • 12:16 - 12:36	<b>C</b> (lunch) - Environmental Science Rm. 312	<b>HR</b> (lunch) - Advisory Homeroom Rm. 308				Individual and small group teacher meetings during posted office hours and/or at mutually agreed upon time	Student works on "at-home" assignments	Student works on "at-home" assignments
12:39 - 2:12	<b>D</b> - Junior English Rm. 211	<b>G</b> - Training & Fitness Rm. GYM				Student works on "at-home" assignments		

- Students attend virtual classes according to their normal schedule on Monday and Tuesday
- Students access Google Meets via Google Classroom and are expected to attend all classes at the posted times on Monday and Tuesday
- Students must complete attendance questions for periods A-D (Monday, Thursday), A-G (Wednesday), and E-G (Tuesday, Friday) in order to be considered "present"

## **Revised School Protocols and Procedures**

### **Face Masks**

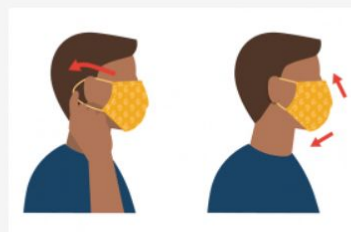
Wearing face masks when around others is a public health measure that helps mitigate the spread of potentially infected droplets and aerosols, and helps mitigate the build up of virus in inside air spaces. The fundamental belief of THS is that “my mask protects you, your mask protects me.”



All students and staff are required to wear face masks at all times when in the building, or when outside within 6 feet of others. Face masks are also required at bus stops and on the bus. Students and staff will not be allowed into the building without wearing a face mask. As per [CDC guidelines](#) masks must cover the nose and mouth, secure under the chin, fit snugly against the face, and not have exhalation valves or vents.

### **Wear your Mask Correctly**

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent



Face shields may be worn in addition to masks, but are not required and cannot be worn instead of a face mask, only in addition to.

Students are encouraged to bring their own masks, but masks will be provided for any who do not have them. It is also recommended that students bring multiple masks in case one gets lost, dirty, etc. Masks should be clearly labeled with a student’s name or initials. Under no circumstances should any students be sharing or swapping masks. All masks must comply with the dress code as outline in the student handbook, with particular attention to the following passage which applies to masks:

*Clothing with offensive language, messages, or illustrations is not allowed. The term offensive includes, but is not limited to, any wording or symbols that advertises or promotes the imagery of alcohol, tobacco, or other drugs, or which debase or negatively portray any individual or*

*group through cultural, political, racial, religious, sexual, or other innuendo. Also included are types of clothing containing violence, hate, or death messages.*

**Students not willing to comply with the requirement to wear a mask can participate in full distance learning. Failure to comply with mask protocols will be considered insubordination and may result in disciplinary action including out-of-school suspension.**

**Please note the following:**

- **1st violation** - Students who refuse to wear a mask or violate mask protocols will be removed from classrooms without exception. For the safety of the school community, if a student refuses to wear a mask or continues to violate protocol after meeting with administration the student will be isolated from the general school population and sent home.
- **2nd violation** - Student will be sent home and receive a 3-day out of school suspension
- **3rd violation** - Student will be sent home and receive a 5-day out of school suspension
- **4th violation** - Student will be sent home and receive a 10-day out of school suspension

### **Mask Exemptions**

THS and PPS recognizes that there are a limited number of people that may be unable to wear a face mask for a medical reason. As per Executive Order No. 7NNN a medical note is required for any student or staff member requiring a mask exemption (see page 7 of this document).

Students who cannot wear a face mask may be required to wear a face shield. ***Please contact the school prior to arriving without a mask. A meeting will need to be scheduled in order to review the medical note and discuss the necessary accommodations. No one will be allowed to attend school without a mask without first providing a note and having a meeting.***

### **Mask Breaks**

Mask breaks will be provided for students during blocks 1, 2, and 4. Students will be allowed to remove their masks for 1 minute following instructions from their teacher. No more than 4 students will be allowed to be unmasked at any given time, and the students who are unmasked at any given time should be chosen so as to ensure more than 6 feet of distance between those students. During this time students may take a drink of water, but should refrain from excessive talking or yelling which might spread particles or aerosols in the room. Students should sanitize their hands before and after removing their masks, and should take care to properly remove their masks and put them back on.

### **Physical Distancing**

As per [CDC guidelines](#), limiting close face-to-face contact through physical distancing is the best way to reduce the spread of COVID-19. Various protocols regarding building entry and exit, movement through hallways, assigned seating in classrooms, etc. have been put into place in

order to maximize distancing. **Students and staff are expected to maintain 6 feet of distance between themselves and others as often as possible.** At this time students should not be greeting each other by shaking hands, fist bumping, hugging, or coming into physical contact with other students in any way. Additionally, students should not be sharing materials and handling each other's items such as phones, calculators, etc.

### **Building Entry/Exit**

Students will only be allowed to enter the building via the front door near the main office OR at the bus entrance in the back of the school. Students will be screened for mask wearing at this time and any students not wearing a mask will not be allowed to enter the school. Additionally students will not be permitted to enter the building with breakfast beverages and food.

Students will not be allowed entry to the building until 7:15. Once students have entered the building they must proceed DIRECTLY to either their first period class or to the cafeteria for breakfast. Note that only students who are purchasing breakfast will be allowed into the cafeteria. Gathering in the hallway and bathroom use will not be permitted at this time. Students will be dismissed from their buses and into the school as they arrive.

Students will be dismissed from school in a staggered fashion according to the following schedule:

- Grades 9 and 12 dismiss at 2:10 p.m.
- Grades 10 and 11 dismiss 2:12 p.m.

All students are required to maintain distancing and proceed directly to their buses and cars.

### **Hallway Protocols**

All traffic walking through the hallways and stairwells are to keep to the right side. Students and staff should proceed in a single file formation, keeping the center of the hallways clear, and maintaining distancing to the greatest extent possible. There is a "no stopping" policy in place for passing times. Gathering in groups will not be permitted and the bathrooms will not be available during passing times. All staff and students are expected to travel to their next location as quickly as possible and by the shortest route possible in order to minimize the amount of time that they are around other people.

### **Classroom Entry and Exit**

Upon entering a classroom students should sanitize their hands using the available sanitizer and proceed directly to their assigned seat. Students should not be gathering in groups to socialize or touch items or materials in the room. Students should maintain distancing to the greatest extent possible at all times. At no time should any student be sitting in any location other than their assigned seat.

Students are expected to remain at their desks until the bell rings, then proceed out the door in an orderly fashion maintaining distancing to the greatest extent possible. Under no circumstances should students be gathered in groups at the door waiting to leave the room.

## **Passes**

Lav passes will be issued during class time only. No other passes will be issued. Only one student will be permitted to leave the classroom at a time except for in the event of an emergency. Students leaving class will be required to sign out and sign back in upon return. Accessing the main office or the guidance office will be by appointment only and students will be called down to these areas at the appropriate time.

## **Bathroom Use**

The second floor bathroom near the library will be available for student use during class time. The bathroom will not be available during passing time, before, or after school. Students will be required to sign in at the lav and only 2 students will be allowed in at any given time. Any students beyond 2 will be required to wait in the hall maintaining 6 feet of distance from any other waiting students. In order to ensure that everyone has access to the lav as necessary, please DO NOT ask for a pass to the lav unless you have to go to the bathroom.

## **Assigned Seating**

In order to maintain distancing protocols to the greatest extent possible and to enable efficient ability to do contact tracing in the event of a suspected or confirmed case of COVID-19, ALL classes will have assigned seating. Students will be assigned a seat by the teacher on the first day of class and sit in this seat every day unless the seat is changed by the teacher. At no time should any student be sitting in any location other than their assigned seat.

## **Food and Drink**

No food or drink will be allowed into the school building other than that which students may bring for their lunch. All food that students are bringing for lunch should be packed in a bag or container and stored in the student's backpack. Students will not be allowed into the school building carrying coffee drinks, breakfast food, etc. Absolutely no food or drink should be consumed at any time in any hallways or classrooms. **The only time students are allowed to eat in school is during breakfast, provided they are purchasing it from the cafeteria, or during lunch. The only location in the school where students are allowed to eat is in the cafeteria.** Refillable water bottles will be allowed. Please see the expectations listed below.

## **Water Fountains and Water Bottles**

Students will not be able to drink directly from the water fountains. Water bottles may be filled at our touchless bottle-filling station. Students are encouraged to bring water bottles to school every day and will be provided time during mask breaks and lunch to drink water.

## **Breakfast**

Students purchasing breakfast will enter the cafeteria as soon as they enter the school. They will be able to get breakfast, sit at a table in the cafeteria, and eat their breakfast. No purchased food or drink will be allowed to be taken from the cafeteria. After students finish breakfast they will report directly to their first period class.

As stated above in the “Food and Drink” section students will not be allowed into the school building carrying coffee drinks, breakfast food, etc., and the cafeteria will only be available for students purchasing breakfast in school. Please plan accordingly and include time for breakfast before you come to school.

### **Lunch**

Lunch will occur during the 3rd block of the day and will take place in 4 waves according to the following schedule:

<b>Lunch Wave</b>	<b>3rd Block (10:46 - 12:36)</b>
1	10:46 - 11:06
2	11:16 - 11:36
3	11:46 - 12:06
4	12:16 - 12:36

Students will be able to purchase lunch in the cafeteria. Tables have been spaced out and chairs removed in order to maximize distancing. Students are not allowed to move chairs at a table or between tables. Students must keep their masks on until they are seated. At no time should students be moving around the cafeteria without masks on. Students are expected to remain seated for the entire lunch period (except when getting up to throw out trash), and should not gather in groups around tables to talk.

### **Purchasing Breakfast and/or Lunch**

There will be no cash sales this year for breakfast or lunch. Each student will give the cashier their name, and the cashier at the end of the shift will enter the amount due on the student's account. Please see the [District Food Services page](#) for more information on free/reduced lunch, payment, etc. To add money to student accounts please send a check (made payable to Plymouth School Lunch Program) or add funds to your students account through [EZ Pay](#).

### **Accessing Guidance and the Main Office**

Guidance and the main office will be available by appointment only. If you need to see your guidance counselor please email them to set up an appointment. If you need to access the main office please email the main office secretaries and you will be called down at an appropriate time.

Guidance Secretary: [dillk@plymouth.k12.ct.us](mailto:dillk@plymouth.k12.ct.us)  
 Main Office Secretary: [kuczenskis@plymouth.k12.ct.us](mailto:kuczenskis@plymouth.k12.ct.us)  
 Main Office Secretary: [rodriguez@plymouth.k12.ct.us](mailto:rodriguez@plymouth.k12.ct.us)

## **Clubs and Extracurricular Activities**

In-person after school activities will be limited to athletics as allowed by CIAC. Athletes should plan to leave school immediately after practices or competitions are completed. Coaches will be on site until athletes are picked up.

Until further notice, no other clubs or activities will take place after school unless scheduled through a Google Hangout Meet by the club advisor.

## **Athletics**

Athletics will be contingent on the collaborative work of the CIAC and local and state health departments. Athletic practices and competitions will adhere to the protocols outlined by the CIAC. All coaches, players, and potential spectators will be expected to abide by these protocols.

Students choosing remote learning during an athletic season will not be eligible to participate during that season.

## **Late Arrival/Early Release**

Any student that drives to school or can provide their own transportation may arrive late to school and/or leave early if they have a study hall at the beginning and/or end of the day. Students may not leave and return should their study hall fall in the middle of the day. Students with permission to arrive late are to be in the building by 9:05 am. Students with permission to leave early will be dismissed at 12:36 pm and are expected to leave the school grounds immediately. A permission form needs to be completed by the student and the parent and returned to the main office. Late Arrival/Early Release is a privilege that may be revoked by the THS Administration at any time.

## **Tardy to School Protocol**

All students attending school in person are expected to arrive and be in their first period class by 7:32 am. Students who do not make it to their first period class by the 7:32 bell are to report to the main office to obtain a tardy pass. Only one student will be permitted in the main office at a time. All other students will wait in a line outside of the main office, maintaining 6' distancing between each other.

## **Physical Education/Locker Rooms**

The locker rooms will not be accessible during the school day. Students who are scheduled for Physical Education should wear comfortable clothing and appropriate footwear on the days the class is scheduled.

## **Lockers and Personal Items**

Lockers will not be available at this time. Students should plan on bringing a backpack and all necessary items, including their Chromebook and charger, pens and pencils, and any required notebooks or textbooks. Students will not be permitted to leave items in the school in case we need to suddenly shift to Plan C in which case they would not have access to the building.

### **Daily Attendance Questions**

When school is running in Plan B (hybrid) or Plan C (distance learning) all students are required to complete daily attendance questions through Google Classroom according to the following schedule:

- Complete attendance questions for class periods A-D on Monday, Wednesday, and Thursday
- Complete attendance questions for class periods E-G on Tuesday, Wednesday, and Friday

These questions will mainly be content related and function as either a review/practice of previous material and concepts, as an “activate” activity to get students ready for learning, as an understanding check to let teachers know how students are doing with a specific skill, or as an SEL check to see how students might be feeling.

In Plan B for all days when students are working remotely from home and NOT attending live classes the daily attendance questions must be completed before 1:30 pm. This would be Wednesday, Thursday, and Friday for Cohort A students and Remote Learning students, and Monday, Tuesday, and Wednesday for Cohort B students.

In Plan C all Wednesday daily attendance questions must be completed before 1:30 pm.

### **Google Meet Expectations**

Students are expected to treat the Google Meet environment in the same manner as the classroom. Students participating in a live classroom due to the choice of remote learning, or if the school is in the distancing learning model, are to keep their cameras off and their mics muted unless otherwise directed by their teacher. Teachers will provide additional expectations around students using the chat feature to engage in the learning tasks for the class.

In the case of an individual or small group meeting, such as office hours on Wednesdays, students may be directed to turn their camera on if the teacher determines there is an educational benefit. Students should be aware of what their camera will show prior to turning it on.

### **Advanced Placement (AP) Classes**

Advanced Placement courses at Terryville High School are aligned to the College Board’s curriculum and are designed to prepare students for the AP exam that may result in a student earning college credit. AP courses by nature are the most rigorous courses available and demand additional time and effort of the students who chose to enroll in these courses. Students enrolled in an AP course for the 2020-21 school year are committing to the potential of



additional virtual sessions, which may include Wednesdays in the hybrid or distance learning models.

## Grading

Student grades will be based on two categories of assignments: Practice and Performance. Each category will count 50% towards the quarter grade. Practice assignments are smaller and more frequent assignments designed to build skill and master content - they take place during the learning process (think daily writing assignments, practice problems, content-based questions, IXL, quizzes, etc.) Performance assignments are less frequent, larger assignments, designed to demonstrate a student's mastery of skills and content - they take place after the majority of the learning and a good amount of practice (think tests, essays, projects, and other large demonstrations of learning).

All graded Practice and Performance assignments will be assigned a grade on a 10-point scale according to the following criteria:

Score (out of 10)	Assignment Type & General Parameters for Scoring	
	Practice (50%)	Performance (50%)
<b>0</b>	<ul style="list-style-type: none"> <li>Assignment not turned in</li> </ul>	<ul style="list-style-type: none"> <li>Assignment not turned in</li> </ul>
<b>5 to 6.4 F Range</b>	<ul style="list-style-type: none"> <li>Assignment turned in</li> <li>Assignment may not sufficiently meet expectations for scorable work</li> <li>Assignment may be more than one day past due date and/or partially complete</li> </ul>	<ul style="list-style-type: none"> <li>Assignment turned in</li> <li>Does not demonstrate sufficient mastery of skills and/or concepts</li> <li>Student may work with teacher to redo and resubmit*</li> </ul>
<b>6.5 to 6.9 D Range</b>	<ul style="list-style-type: none"> <li>Assignment turned in with minimal effort</li> <li>Assignment may be more than one day past due date and/or partially complete</li> </ul>	<ul style="list-style-type: none"> <li>Assignment completed/turned in at least partially complete</li> <li>Demonstrates minimal mastery of skills and/or concepts</li> </ul>
<b>7.0 to 7.9 C Range</b>	<ul style="list-style-type: none"> <li>Assignment turned in on time or within one day of due date</li> <li>Showed some effort</li> </ul>	<ul style="list-style-type: none"> <li>Assignment turned in and complete</li> <li>Demonstrates some mastery of skills and/or concepts</li> </ul>
<b>8.0 to 8.9 B Range</b>	<ul style="list-style-type: none"> <li>Assignment turned in on time</li> <li>Student put forth above average effort</li> </ul>	<ul style="list-style-type: none"> <li>Assignment turned in and complete</li> <li>Demonstrates above average mastery of skills and/or concepts</li> </ul>
<b>9.0 to 10 A Range</b>	<ul style="list-style-type: none"> <li>Student fully engaged in the learning and turned in the assignment on time</li> <li>Student worked at a very high academic level</li> </ul>	<ul style="list-style-type: none"> <li>Assignment turned in and complete</li> <li>Demonstrates high level of mastery of skills and/or concepts</li> </ul>

\*All performance assignments are able to be redone according to the Redo Policy (see below)

**Redo Policy**

Students can redo a Performance assignment and the new score will replace the old one. In order to redo a Performance assignment a student must do the following:

1. Upon receiving the scored Performance assignment notify the teacher that you want to redo the assignment
2. Schedule an individual meeting with the teacher for the next calendar Wednesday (if in Plan B or Plan C) or when mutually convenient over the next week (if in Plan A).
3. Redo the Performance assignment in the next available homeroom period after the meeting

**Midterm and Final Exams**

Midterm and final exams will not take place during the 2020-21 school year. Final grades will be calculated based on an equal weighting of the marking quarters (two for semester courses, four for year long courses).

**Building Access, Visitors, & Meetings**

Whenever possible, meetings and other official business should be conducted through virtual meeting applications or phone calls (including PPTs and 504s). Any meetings or official business that need to take place in person, are to be previously scheduled. All visitors must check in at the front main entrance, state their name and purpose, and follow additional directions from the main office staff. All visitors who are permitted into the building must sign in at the main office and obtain a visitor's badge.