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Hillsborough County
Public Schools
Preparing Students for Life
WELCOME BACK:
Superintendent Addison G. Davis

“A new normal” – That is a phrase that has been used too frequently over the past year and a half, but it is one that absolutely rings true for the opening of our schools and the continued success we’ve experienced with face-to-face instruction.

After considerable guidance from our health partners and the CDC, as well as the increase in vaccinations, our district has decided to offer two educational options for the 2021-22 school year: face-to-face instruction and Hillsborough Virtual K-12. We are thrilled that eLearning was a viable option for many of our families that were not yet comfortable sending their learners back into the classroom. However, as the results of a recent district survey suggest, a vast majority of our eLearners are now comfortable returning to face-to-face instruction – and we are excited to welcome them back.

We will continue to practice social distancing where feasible, we will retain a Covid Commander at each school who will work with the Department of Health on quarantine as necessary, and we will always encourage students and staff to stay home when they are not feeling well.

The areas outlined in our Opening Plan include the conditions for quarantine, educational options during quarantine, and the considerable steps our district is taking to ensure a safe and secure place of learning. Of course, with every plan of this magnitude and under ever-changing conditions, this document will remain fluid and change as necessary based on guidance from state agencies and local health experts. We will be ready to act should it be required. The HCPS Opening Plan can be found on our website at www.HillsboroughSchools.org.

I hope everyone will review this plan and be a partner in the work of preparing students for life. We look forward to the 2021-22 academic year, and our new normal, because together we will create lifelong learners and continued success.

Respectfully,

Addison G. Davis
Superintendent of Schools
Guiding Principles for Schools

Ensure the **safety** and **wellness** of students and staff

Deliver **high-quality instruction** to **students**

Provide parents **flexibility** and **choice** in instructional models
Opening Schools 2021-22

Returning students to the classroom is critical to their educational experience and social-emotional development. It also had a crucial impact on the successful reopening of our economy in general. According to the Florida Department of Education, nearly two-thirds of employed parents in Florida say school closures impacted their ability to perform their job during this unprecedented time.

Reopening schools was critical in our efforts to narrow the achievement gap. The impact of school closures was disproportionately felt by low income and marginalized students. There is little doubt that this worldwide pandemic, and its resulting school closures, have widened and highlighted this achievement gap and is wildly unacceptable. Returning students to traditional programming is a major step to helping students bridge the gap and preparing them for life.

HCPS is excited to once again return to its traditional offerings of face-to-face instruction and virtual learning through Hillsborough Virtual K-12. These two models were in place prior to the pandemic and offered parents a choice that was right for their child.
Overview of Traditional Instruction

**Overview**
- Traditional, in-person, face-to-face for grades PK-12 learning following the regular student schedule and student calendar (180 days of instruction) and bell times;
- District adopted curriculum will be used and taught by in-person classroom teachers;
- Follow and adhere to all 2021-2022 HCPS school building health and safety protocols and Code of Student Conduct.

**What to Expect for Students**
- Students will physically come to their school for their learning;
- Students will physically see and interact with their teacher(s) and classmates and follow their class/course schedule each day;
- Assignments, activities and classroom-based assessments will be developed and conducted by their teachers;
- ESE, ESOL and Gifted services will occur as outlined in student-specific plans;
- All students will be expected to complete and submit assignments as determined by the assigned teacher;
- Code of Student Conduct and traditional school expectations remain in effect;
- All students will follow the assessment calendar and participate in all local and state assessments;
- Students and families must review wellness to ensure students are well and symptom-free prior to coming to school each day;
- Students and families need to adhere to all expectations to ensure the safety of all students, families and employees;
- Collaborative activities may look different or be lessened to ensure the safety and wellbeing of the school community;
- Classroom spaces will be arranged to maximize social distancing and minimize any shared items;
- Large group gatherings will be reduced;
- Parent meetings and/or conferences may be scheduled to occur virtually.
Overview of Hillsborough Virtual K12

Hillsborough Virtual K-12 is an independent, fully accredited, and flexible public-school option in the HCPS system. Unlike a traditional classroom or eLearning model, the curriculum and content are designed specifically for a true, virtual format and front-loaded at the beginning of the course. It is available 24/7 online, for which students create a daily work schedule to ensure completion of coursework in a regular semester timeframe.

Overview

- HVK12 is a school choice option in which students learn in a digital space using a web-based curriculum with highly qualified teachers from Hillsborough County;
- HVK12 students will withdraw from their brick and mortar school and enroll full time in the virtual program;
- HVK12 students will have flexibility when they complete their work and are not tied to a specific bell schedule;
- HVK12 students follow the same school calendar as brick and mortar sites;
- Students will have access to the content and curriculum 24/7;
- Teachers will offer one “live” session per week with students utilizing web conferencing technology;
- All students attending HVK12 will have access to many accommodations that naturally occur in the virtual setting. In addition, HVK12 may be able to provide additional accommodations and services per a student’s IEP or Section 504 Plan if the accommodation(s) is/are applicable to the online educational environment. Please note that some accommodations and services may not be possible to implement in the HVK12 online educational setting;
- Electronic devices will be available for check out at our site, if needed for students that qualify for free and reduced lunch HVK12 courses will be designed to ensure rigor matches the traditional classroom setting.

What to Expect for Students

- All assignments, activities and classroom-based assessments will be developed and/or facilitated by assigned teacher(s):
  ~ All students will be expected to complete and submit assignments as determined by the assigned teacher(s) electronically on a weekly basis;
  ~ Code of Student Conduct and all technology expectations remain in effect;
  ~ All students will follow the assessment calendar and participate in all local and state assessments in person. Students will report to D.W. Waters for testing;
- Students are expected to complete the work at their own pace through out the week and submit all required assignments by the end of the week;
- Students will access their curriculum and assignments via Canvas Learning Management System for K-5th grade and via FLVS for 6th-12th grade:
  ~ Students will utilize Zoom for viewing live-lessons, meetings, and small group instruction;
- Parent meetings and/or conferences will be scheduled to occur virtually, until it is deemed appropriate to have larger numbers of individuals on a campus;
- Students in K-5 will be issued consumables for math, science, social studies and will have access to all other content and curriculum electronically 24/7;
- Students in 6-12 will have access to all content and curriculum electronically 24/7.
HVK12 Parental Guidance

- Parents are expected to serve as the learning coach and to facilitate the learning schedule;
- Typically, elementary students require daily guidance from their parent or guardian, while middle and high school students need guidance on a weekly basis;
- Make sure your student understands the work expectations for HVK12;
- Maintain a routine around school and schoolwork;
- Keep in touch with your teacher(s) on a regular basis and let them know if your child is experiencing specific challenges;
- Talk to your child regarding how they are feeling during this stressful time;
- Perform check-ins with your child regarding academics. This includes checking the Canvas course to ensure the option chosen for your child is appropriate;
- Make sure you do check in with your child about emotional and mental;
- Seek assistance from school staff for emotional or mental health if needed;
- Reach out to your child’s teacher or student services staff with any changes that may impact your child’s success. This way we can develop supports for your child prior to the first day of school;
- Parents may be required to pick up instructional materials (elementary only) for HVK12;
- Parents may be required to provide transportation to D.W. Waters for local and state assessments.
Overview of Hillsborough Virtual K12

HVK12 Administrator Guidance

- All administrators have access to professional learning to prepare them for the 2020-2021 school year;
- All administrators will complete the “Growing with Canvas 2.0” and “FLVS Virtual Leadership” training prior to the end of preplanning work to support them in enhancing their HVK12 courses;
- Any deviation from the use core courses, must be pre-approved by the Assistant Superintendent for Curriculum and Instruction or Assistant Superintendent for Teaching and Learning. The school will be responsible for developing and submitting an addendum to the District Continuity Plan including:
  ~ Identification of core resources used for each content area;
  ~ Timeline for course completion (all courses must always have a minimum of 9 weeks of content and student learning activities available);
  ~ Alignment of courses using Hillsborough Canvas Instructional Frameworks templates;
- Courses built at the school level will be required to have 9 weeks of content available by the first day of school;
- When a decision is made to develop a district course and/or use a course developed by another provider, all teachers will utilize this course;
- Administrators should utilize district provided checklist, timeline, check-in protocols and resources to monitor courses throughout the year;
- Recommendations will be made to schools on the elimination of superfluous electives, but schools have the autonomy to determine if they want to offer the course and build the Canvas course;
- Administrators working with teachers who do not have a district or state developed course, and who are interested in working on developing Quarter 1 resources prior to the school year, can reach out to their district content specialist. Dependent upon the number of teachers who interested in getting started, we are currently seeking funding to support this head start;
- Time should be saved during pre-planning week for teachers of elective and specialized area courses to work on Canvas course building.
Continuing to Ensure a Safe Environment

Traditional Instructional Delivery

Students and staff will attend campuses with continued health and safety measures to combat the ongoing effects of COVID-19 in our schools. District leadership has received input from all stakeholders and engaged in meaningful conversations with health authorities to create an opening plan with safety and health at the forefront.

Access Control

There will be no visitors, parents, volunteers, or media allowed on district campuses the first 30 days of school. After that time, district, school-based staff, vendors, community members, and visitors will have access to the educational environment as deemed necessary by school leadership. Visitors will be required to sign in with a designated staff member. It is recommended that visitors coordinate and schedule appointments prior to visiting campus. Virtual meeting opportunities will be extended to families if feasible. All visitors will be required to social distance to the greatest extent possible in waiting areas and through classrooms. HCPS highly recommends all visitors wear face coverings while on campus.

Arrival and Dismissal

Schools will establish arrival and dismissal procedures to minimize crowding and transmission of COVID-19, including drop-off and pick-up points for walkers and bike riders. Students with disabilities and bus riders will be prioritized to decrease foot traffic. Dismissal procedures will include transition directives and pathways that limit the mixing of cohorts of students for further protection. Signage will be provided to remind students and parents of the traffic flow pattern upon entrance and exit of school grounds. Additionally, school-based teams will establish a rainy-day plan to ensure protocols are followed. All arrival and dismissal plans will require social distancing where possible and procedures will be shared with all parties. Students will be supervised by staff at all times. Car line will be staggered for both arrival and dismissal. Schools will clearly message families regarding times when supervision is available and when students are permitted on campus. Administrators will continue to create site-based protocols for all late arrival and early pickup.

Athletics

The health and safety of our student-athletes will remain as the highest priority. Making the decision to return to normalcy is not taken lightly. Based on the trends of our community combined with the recommendations from national and local health advisories, HCPS is planning on a full athletic program for the 2021-22 school year. Safety protocols will not vanish but will mostly turn into recommendations instead of requirements. Frequently washing hands, using hand sanitizer and other precautions are highly encouraged. These recommendations are a composite from HCPS, SMAC (Sports Medicine Advisory Committee), FHSAA (Florida High School Athletic Association) and other governing bodies. Below are the highlights of the upcoming school year:

- Full capacities for all venues will be allowed at all events;
- Digital ticketing will continue for all athletic events;
• Parking and concessions payment processes will be determined by the host school’s administration;
• Masks will be optional at all events;
• Social distancing will be encouraged;
• Monitoring forms will not be required at this time;
• Disinfecting/sanitizing processes are recommended and will be made available in common areas;
• Locker room processes will return to pre-pandemic status;
• Streaming options will be available for events in stadiums and gymnasiums;
• Middle school sports seasons will follow this order: basketball, volleyball, track, soccer, flag football;
• Return to Play procedure after a positive case will require medical clearance and gradual steps of increased activity to reach full clearance.

Before and After School Programs

Before and After School Programs will resume and be offered at specific sites. These include, but are not limited to, HOST, High Five, After School Allstars, YMCA, and Boys and Girls Club. These Before and After School offerings mirror our during-school procedures.

Building Sanitation, Cleaning and Disinfection Protocols

Schools will be cleaned daily, focusing on major touch entry points in common areas such as doorknobs, handles, elevator buttons, stairwell railings, light switches and soap dispensers. Custodial staff will disinfect using approved cleaning products (HDQ, Avistat-D) with microfiber cloths to spray and wipe down surfaces and objects. Throughout the workday, the custodial staff will implement a routine of surface cleaning in the major touch point areas discussed such as restrooms. The staff will, in some cases, report at staggered times depending upon hours of operation to ensure consistent disinfection practices while primary building employees are present. Latter custodial shifts will apply the full standard cleaning of all areas to be ready for the next day. Additional disinfecting will be performed prior to the arrival of district staff in high-traffic areas such as the front office. Custodial staff will wear face masks and gloves.

Environmental Deep Cleaning: If a positive COVID-19 case is determined within a school or building, the following protocol will be used:

1. Principal/Supervisor/COVID Lead will communicate the presence of a positive case with a member of the HCPS COVID Team.
   - If less than 24 hours have passed since the person who is diagnosed with COVID-19 has been in the space, it will be environmentally cleaned\(^1\) by District Safety Environmental Team;
   - If more than 24 hours have passed since the person who is diagnosed with COVID-19 has been in the space, regular custodial cleaning and sanitizing will be performed using district purchased supplies.\(^2\);
   - If more than 3 days have passed since the person who is diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
2. If environmental cleaning is indicated, affected classroom(s) and workspace(s), will be immediately evacuated and students and employees will be relocated.
3. If environmental cleaning is indicated, the Principal/Supervisor/COVID Lead will communicate room numbers requiring environmental cleaning to a member of the HCPS COVID Team who will contact the District Safety Environmental Team.
4. As a standard practice, after environmental cleaning is complete, the application will be left to dry overnight.\(^3\) Vital Oxide sanitizer for spray or foam application used for environmental cleaning is OSHA (Occupational Safety and Health Administration), WHMIS (Workplace hazardous Materials Information System) and GHS (Globally Harmonized System of Classification and Labeling of Chemicals) compliant.
5. After the application of the disinfectant dries, on-site custodial staff will wipe down all surfaces thoroughly with a dry cloth to remove residue left behind by the disinfectant.

6. If the affected classroom(s) and workspaces have not had contact with a positive case for 3 days (72 hours) OR if the affected classroom(s) and workspace(s) are closed for 3 days (72 hours or longer), the on-site custodial staff will clean and sanitize, as is regular practice, using district purchased and EPA approved disinfectants indicated to combat COVID-19 on surfaces.³

7. Common areas such as restrooms, cafeterias, clinics, kitchens, or shared items that are already routinely cleaned and disinfected, do not require environmental cleaning.

1 Environmental cleaning is the use of an EPA approved disinfectant applied with a battery-operated device which applies a fine mist of EPA approved disinfectant on surfaces.

2 Approved disinfectants include ready-to-use sprays, concentrates, and wipes purchased by the district.

3 Some spaces may be turned over for wipe down sooner than overnight if the need arises pending approval from the District Safety Office.

Classroom Structure and Modifications

Every classroom may be arranged to maximize space and distance between each student when feasible. Extraneous furniture may be removed from each classroom as much as possible for social distancing practices. Seating charts will be created and maintained for each class. Administrators will view and approve classroom designs prior to the start of the school year to ensure proper student interaction and social distancing are possible.

Clinic Protocols

Our district is committed to assigning full-time nurses for each school to help create a safe and healthy environment. There will be two separate rooms for students with basic first aid situations, and students exhibiting symptoms of COVID-19. Students exhibiting possible COVID-19 symptoms will be isolated from others within the clinic area.

Co-Curricular Protocols

Co-Curricular

Performances (Music, Dance, Vocal, Art):
- Reserved and advanced ticketing is recommended;
- Bell covers made from appropriate material remain the best way of reducing potential infected aerosol from circulating in an indoor space;
- Continue good hygiene practices moving forward, including appropriate elimination of brass fluid;
- MERV-13 filters are in place for all auditorium spaces. Currently the system provides 7-10 air exchanges per hour and is supplemented by increasing the percentage of outside air to 30%;
- Artwork will be appropriately spaced throughout the venue to accommodate social distancing for viewing;
- One way markers will be displayed throughout art venue to encourage one-way travel through the exhibition venue;
- Consideration will be given to any outdoor venues.

Culinary:
- Students must be in full culinary uniform at all times;
- Aprons should be washed after each use or the use of disposable aprons should be exercised if aprons cannot be washed thoroughly;
- Students must wear single use disposable gloves while serving and preparing food;
- Students and staff will adhere to best practices for food preparing and serving procedures.
Common Area Modifications

Students will be monitored in all common area locations to encourage social distancing practices. Students will be encouraged to avoid gathering between classes. Arrows and directional signage will remain on the floors and on the walls as a reminder to students to social distance.

Controlled Movement Procedures

To limit COVID-19 exposure and promote social distancing, students will move in cohorts where possible throughout the day, utilizing controlled movement patterns based on signage throughout campus. Students will walk in one direction on each side of all hallways. Schools will utilize signage on walls to encourage proper movement to limit contact, as well as floor signage to encourage distancing where possible. School administration will establish one direction hallways (where needed) to assist with the flow of student movement. Staff members will monitor hallways to ensure steady flow of students with no congregation in hallways. In elementary schools, teachers will rotate to classrooms rather than utilizing student rotation in order to reduce transmission.

Face Coverings

Hillsborough County Public Schools will require face coverings for the start of the 2021-22 academic year but will allow parents or guardians to opt their child out from wearing a face covering or mask. Parents must sign the HCPS Mask Opt Out Form if they do not want their child to wear a mask. We will continue to work with our health partners at TGH/USF Health and our local health department to monitor conditions in our community.

Hand Sanitation and Cleaning

Each classroom will continue to be outfitted with sanitation stations containing supplies to encourage proper cleaning practices. Each station will include gloves and disinfectant wipes for spot cleaning, along with hand sanitizer. Students and staff will work together to ensure everyone is contributing to a healthy environment by wiping surfaces after classroom instruction is complete. Common areas such as buses, hallways, media centers and lunchrooms will also be outfitted with hand sanitizing stations.

Health Screenings

All visitors should self-screen prior to visiting a school or district site. Students should be self-screened at home with parents or guardians to ensure absence of symptoms. Before entering a school or district building, you should assess your wellness with the following questions: Have you experienced any of these symptoms, not associated with previously diagnosed conditions, in the past 72 hours: Fever, shortness of breath, cough, new loss of taste or smell, nausea/vomiting/diarrhea. In the last 14 days have you: Been in close contact with anyone who has been diagnosed with COVID-19, been placed on quarantine for possible contact with COVID-19, have a COVID-19 test pending. Teachers and staff will notify school site health staff if a student presents with symptoms or feels ill during the school day. (See Self-Screening for COVID-19 Symptoms)

Mass Gatherings

Pep rallies, assemblies, field trips, open houses and other large gatherings will be planned using current guidance from health authorities. These gatherings may be limited in size for the safety of staff and students. Schools will be apprised of updated guidance by HCPS COVID officer. In and out of county field trips will be allowed for the 2021-22 school year.
Meal Service and Cafeteria Structure

Meal service for breakfast and lunch will be offered in the cafeteria serving lines. Grab-and-go breakfast carts and “Breakfast in the Classroom” will be encouraged where available. Students will use pin pads to complete their lunch transactions. Student entrance in serving lines will be staggered to encourage social distancing. Serving lines and cafeteria tables will be sanitized frequently. Cafeteria seating charts will be created and maintained in elementary and middle schools. During cafeteria orientation, administrators will explain to students that they are not to pass or share any items, including food, with other students.

Self-Screening for COVID-19 Symptoms

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills
- Fatigue
- Sore throat
- Cough
- Muscle or body aches;
- Congestion or runny nose
- Shortness of breath or
- Headache;
- Nausea or vomiting
difficulty breathing
- New loss of taste or smell
- Diarrhea.

Student Confirmed Positive Case Protocol

To ensure the health and safety of each member of our school family, the process below applies to students with a Confirmed Positive Case of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all student information will remain confidential, in accordance with applicable laws and regulations.

1. Parent/guardian should immediately contact the school administration or school nurse after a student receives a positive COVID-19 test result.
2. If the student is at school, they will be isolated and must go home immediately. If they are home, they should remain home.
3. Students may transition to remote learning with their current teachers if able.
4. School administration/school nurse will collect case information, including potential close contacts with the positive student in the 48 hours prior to symptoms or positive test result. Seating charts, bus rosters, extracurricular rosters, athletic roasters and lunchroom seating will be collected and reviewed.
5. Principal/Supervisor will contact the Region Superintendent/Administrator or a member of the HCPS COVID Team.
6. All documentation (listed in #4) used to confirm or negate direct contact will be emailed to the HCPS COVID Team.
7. Principal/Supervisor will utilize the Site COVID Response Checklist to complete the response protocol in a timely fashion.
8. A member of the HCPS COVID Team will provide support to the site COVID Lead/administration.
9. School administration/school nurse will inform close contacts\(^1\) of their exposure and provide direction.
10. HCPS COVID Team will share case information with the Department of Health-Hillsborough as soon as possible including all documentation.
   • Department of Health-Hillsborough will contact the students’ families with additional guidance and contact tracing.
11. The HCPS Communication Team will provide site administration with the appropriate communications and notification letters for distribution to staff and students that are identified as a close contact\(^1\) of the confirmed case, or an indirect contact of the confirmed case. The entire school community will also be notified of positive cases on campus.
12. Per the Department of Health-Hillsborough, the confirmed positive student will be required to isolate for the length noted below:
   • At least 10 days have passed since symptoms first appeared or since positive test date if asymptomatic; and
   • At least 24 hours have passed since last fever without the use of fever-reducing medications; and
   • Overall symptoms have improved.
13. Individuals determined to be close contacts\(^1\) will quarantine for 7 days after exposure if they remain symptom free per FLDOH recommendations OR for 4 days after exposure if a diagnostic test taken on day 5 is negative and they remain symptom free. Vaccinated people and those who have tested positive in the last 90 days do not need to quarantine.
14. Classrooms, if affected, will be deep cleaned per HCPS protocols within 24 hours.
15. Follow-up by the Department of Health-Hillsborough will occur, as appropriate, for all identified close contacts\(^1\).
16. COVID-19 positive student must meet the following criteria prior to returning to school:
   • COVID-19 Symptoms have improved AND fever free for 24 hours without the use of fever-reducing medications.
17. Student returns to school. Return to athletics protocols will be followed once the student returns to school (if applicable).

\(^1\)Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

**Student Close Contact\(^1\) of Confirmed Positive Case Protocol**

1. Parent/guardian will be contacted immediately by the school administration or school nurse if a student is determined to be a close contact\(^1\) of a confirmed positive case.
2. If the student is at school, they will be isolated and must go home immediately. If they are home, they should remain home.
3. Students may transition to remote learning with their current teachers if able.
4. HCPS COVID Team will share case information with the Department of Health-Hillsborough as soon as possible including documentation.
   • Department of Health-Hillsborough may contact the student’s parent with additional guidance and contact tracing;
   • Department of Health-Hillsborough will enroll the student in a daily symptom monitoring text message program.
5. The HCPS Communication Team will provide site administration with the appropriate communications and notification letters for distribution to staff and students who are identified as a close contact\(^1\) of the confirmed case. The entire school community will be notified of positive cases on campus.
6. Per the Florida Department of Health, the close contact\(^1\) of a confirmed positive case will be required to quarantine for the length noted below:
   • Students will be quarantined for 7 days if they remain symptom free and can return to school on day 8 OR
   • Student will be quarantined for 4 days if a diagnostic test taken on day 5 is negative and if they remain symptom free. Students can return to school on day 5 after they receive negative diagnostic test results.
   • Students who are vaccinated or who have tested positive in the last 90 days do not need to quarantine.
• Students who were within three (3) to six (6) feet of an infected student where both students were engaged in consistent and correct use of well-fitting masks will be excluded from quarantine.

7. Follow-up by the Department of Health-Hillsborough will occur, as appropriate, for all identified close contacts.

8. Student must meet the following criteria prior to returning to school:
   • No evidence of COVID-19 symptoms at any time during the 7-day (if tested negative) or 10-day quarantine period;
   • If COVID-19 tested, have received negative COVID-19 test results.

9. Close contacts of a confirmed positive case are not required to be COVID-19 tested before returning to school.

10. Close contacts of a confirmed positive case who develop symptoms within 14 days after exposure cannot return to school and must seek medical attention.

11. Student returns to school. Return to athletics protocols will be followed once the student returns to school (if applicable).

1 Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

Transportation

Students are encouraged to socially distance while at the bus stop. Students will be distanced on the bus as much as the physical capacity of the bus allows. Students will load the bus from back to front in order to encourage social distancing throughout the bus ride.
   • Bus drivers will create and maintain seating charts. School administration will assist drivers, as needed, to audit charts for accuracy;
   • Hand sanitizer stations will be on each bus, and students will be encouraged to use it upon entry and exit;
   • Buses will be cleaned between each run;
   • Masks will be available on school buses.

Vaccination Protocol

Exposure to COVID-19 After Vaccination
1. COVID Lead/Principal/Supervisor will inform close contacts of their exposure to a COVID-19 positive case.
2. As per the CDC and the Department of Health-Hillsborough, vaccinated students and employees with an exposure to a confirmed or probable case of COVID-19 are not required to quarantine if they meet all the following criteria:
   • Student or employee is fully COVID-19 vaccinated (more than two weeks following receipt of the second dose in a two-dose series or more than two weeks following receipt of one dose of a single-dose vaccine); and
   • Student or employee has remained asymptomatic since the current COVID-19 exposure.
3. Students or employees who do not meet all the above criteria should continue to follow current quarantine guidance, as described in HCPS COVID-19 Response Protocols, after exposure to a confirmed or probable case of COVID-19.
4. This guidance does not apply to vaccinated inpatients and residents in health care or other long-term care facility settings, who should continue to quarantine following an exposure to COVID-19.

Documentation of COVID-19 Vaccination
1. Parents of students and employees that meet the criteria above should notify their school/principal/supervisor.
2. At this time, parents of vaccinated students and employees will be required to show their “COVID-19 Vaccination Record Card” as proof of completed vaccination to their school/principal/supervisor to be excluded from quarantine.
3. Parents of vaccinated students and employees will provide this documentation voluntarily. No one can be excluded from quarantine without documented proof of COVID-19 vaccination.
Volunteers & Visitors

We are equally excited to announce our new visitor and volunteer management platform, Raptor, which streamlines the volunteer application process and sign-in process. Raptor compares ID information to a real-time database that contains registered sex offenders from 5 states as well as local criminal record flags. Raptor also makes the process of volunteering at our school sites more streamlined, while ensuring maximum security. The 2021-2022 Volunteer Application will release mid-July/early August. Please visit “Volunteer Services” for updates. HCPS requires all volunteers and community partners to complete the HCPS Volunteer Application annually. Face coverings will be optional for visitors and volunteers visiting district campuses. Volunteers and visitors will not be allowed on district and school campuses for the first 30 days of school.

Wellness Education for all

Hillsborough County Public Schools continues to work closely with the Florida Department of Health- Hillsborough, as well as our partners at Tampa General Hospital and USF Health, to monitor COVID-19 cases in our area. We are also collaborating with medical officials, business leaders, teachers, school administrators, the Hillsborough Classroom Teachers Association, Hillsborough School Employees Federation, and families to help guide our decision making around protocols and guidelines to ensure the safety of our entire district.

It is imperative that we educate our learners, staff and community about health and safety measures to slow the spread of COVID-19 within our schools. Our district stands ready to reach our learners using:

- Signage within schools to promote proper hygiene and social distancing;
- **COVID Lead personnel at each school site**;
- COVID-19 Protocols posted on our website: hillsboroughschools.org;
- **COVID-19 Data Dashboard to inform parents, students, staff and the community about positive cases in our schools**: hillsboroughschools.org.
When a student is quarantined, every effort is made to ensure they will continue to receive a quality educational experience. Specific instructional modalities used with a quarantined student depend on the specific tools or technology used in the student’s regular classroom. Teachers and students may utilize the Canvas Learning Management System to access student assignments and communicate throughout the duration of the quarantine.

When schools notify parents of students impacted by quarantining, school administrators and teachers provide parents with school-specific instructions regarding academic activities, make-up work, etc. Because student schedules differ from school to school, general districtwide instructions cannot be provided. Teachers will assign students work to complete while quarantined, similar to when they are out for other non-COVID related illnesses. Make-up work for all assignments missed during the quarantine period is provided with ample time for the student to complete upon their return. Parents are encouraged to stay in contact with the school administrator and teachers for updates regarding academic progress.

Additionally, the Quarantine Resource Center located on the District’s website, provides instructional guidance and resources for instructional continuity. Through the Resource Center, students and parents will soon be offered access to live online instructional support for students while quarantined.
Exceptional Student Education

Exceptional education students will continue to receive a high-quality education in alignment with their Individual Educational Plans (IEPs). The Hillsborough County Public Schools Department of Exceptional Student Education is committed to addressing the individual needs of students with disabilities (SWD). Our district will provide training, resources and tools to support IEP teams in determining the needed services. Our district will take the following actions to ensure the needs of students are addressed as we overcome the COVID-19 pandemic:

Teachers, administrators, and schools will:

- Review students’ baseline data to determine present level and learning gaps;
- Review student’s progression toward IEP goals and objectives;
- Determine any need for additional supports or services to remediate gaps;
- Identify student’s in need of extended school year services;
- Administer progress monitoring assessments such as utilizing diagnostic assessments and curriculum-based measures, as needed;
- Provide ongoing communication and collaboration with parents;
- Hold IEP team meetings, including parents and all appropriate IEP team members to conduct annual reviews, revisions and eligibility staffings. These meetings may take place in-person following CDC guidelines, utilizing video conferencing technology or telephone conference calls.
**Personal Protective Equipment**

Staff and students may choose to wear a mask and/or face shield. Therapists, teachers and other staff working with students who are Deaf/Hard of Hearing, may choose to wear a shield and not a mask to ensure proper communication. Shields may also be used by Speech and Language Therapists when providing speech therapy.

**Student Instructional Components**

Social narratives, a tool for teaching a skill that presents information in an understandable and repeatable way, and visuals will be provided to staff upon return to school and will be included in instruction. These social narratives will be focused on developing an understanding of social distancing and safety protocols. Visuals will be provided for lining up, mouth covering and washing hands. These routines will be practiced during the school day.

**Equipment and Material Cleaning**

Where possible, students should have individual sensory items and classroom tools (e.g. pencils, crayons, etc.). These items should be in separate containers. If items or equipment must be shared, cleaning of equipment must occur between students. Time for cleaning will be allotted between activities.

**Sensory/Cool Down/Therapy Spaces**

Ball pits and tunnels will not be used if they cannot be cleaned between students. If more than one student is in the room, students will be distanced to the greatest extent possible. We will avoid student sharing of equipment to the maximum extent possible. Equipment including standers and other positioning devices will be cleaned between students following the proper cleaning protocol. These items should be in separate containers. If items or equipment must be shared, cleaning of equipment must occur between students. Time for cleaning will be allotted between activities.
Mental Health Guidance for 
Returning to School

Returning to school can be both exciting and overwhelming. Every public school in Hillsborough County has a Student Services team. Student Services include Health Services, Psychological Services, School Counseling Services, and Social Work Services. These services meet students’ academic, physical, and social-emotional needs including:

- Proactive supports and early intervention with a focus on social-emotional learning;
- Utilization of a Multi-Tiered System of Supports (MTSS);
- Academic, personal/social-emotional, and career counseling;
- Mental and physical health support and referrals;
- Crisis intervention when needed.

We encourage you and/or your child to reach out to a trusted adult at the school, if needed. Student Services teams are also well prepared to explore other resources and community agencies that families might use for assistance. The Student Services team can refer students and families to a wide array of providers in our community that can provide more targeted mental health services.

Please see the flowchart on accessing mental health services at your school site on next page.
Accessing Mental Health Services

Initiate Contact With Any Student Services Team Member

School Counselor  School Nurse  School Psychologist  School Social Worker

Student Services Personnel Will Assess Student Need for Level of Intervention

Crisis Counseling  District Clinician Consultation  Family Consultation  Individual School-Based Counseling  Mentoring  Small Group Counseling

School Team Resources
School Counselor  School Psychologist  School Social Worker  School Health Services Personnel

Ongoing Consultation From School’s Student Services Team

Refer To Community Resources
Call 211 for Specific Services and Community Resources

Additional Resources
Hillsborough County Public School Partnership with Central Florida Behavior Health Network

Please contact your School Services team for additional mental health support or guidance.
Next Steps

Consult district website for latest information and updated frequently asked questions: HillsboroughSchools.org/Reopening

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