CHS School Day

(August 24th Back to School)

Normal School Day with Students

Students

***All students will be wearing masks/face coverings beginning with bus transportation each morning, this will apply to the high school facilities and shared spaces (hallways, classrooms). Students will not be permitted on buses without masks. Only exceptions would be during meals or in the event that new guidelines are established by the district and or county health department.

***Students will be screened, including temperature checks prior to bus transportation or entering the school building.

***Students will NOT have access to academic lockers.

- Arrival and Dismissal Procedures:
    - Car Riders- Pick up breakfast and immediately report to 1st hour class in morning. In the afternoon, car riders will be dismissed by intercom and go straight to their cars without congregating.
    - Bus Riders- Pick up breakfast and immediately report to 1st hour class in morning. In the afternoon, bus riders will be dismissed by intercom and go straight to their bus without congregating.
    - Guardian Pickup- Students will be asked to wait outside, required to maintain social distancing guidelines or wear a mask.
    - Walkers- Not applicable at High School
- Classroom/Instructional Time
    - **Students will wear masks/face coverings at all times.**
    - Students will start their day by eating breakfast in the first hour block class.
    - Students will be encouraged to bring their own labeled water bottle to class each day. Additional water will be provided by the building when necessary. (All traditional drinking fountains will be shut down)
    - Students will be assigned seating based on the teacher seating chart in each classroom. This will assist with contact tracing if it becomes necessary.
    - Students will attend their five hour block schedule. There will be four transitions that occur throughout the remainder of the day. Hallways will be utilizing a directional system for travel during passing time.

- CHS will implement scheduled restroom breaks to avoid mixing students from different classes. Spaces inside and outside the restroom will provide visual cues to ensure proper procedures are being followed.
- Students will eat lunch in their fourth period block courses. Time has been allotted (11:35 AM - 1:20 PM) for this to take place without compromising instructional time.
- Student code of conduct, discipline procedures and dress code will remain mostly the same, changes will be outlined in the handbook.
- Students who exit the classroom during instructional time will be required to re-sanitize before reentry for instruction.
- Students will dismiss early on Wednesday's as normal for teacher collaboration, a separate schedule has been created to follow district transportation timelines.
- Students exhibiting symptoms/signs of COVID-19 will be sent to the nurse for immediate evaluation. Isolation room will be utilized, following district procedures for containing exposure until the student is picked up from campus.

<u>Teachers</u>

***All teachers will be wearing masks/face coverings (clear shields) when inside school facilities and shared spaces (hallways, classrooms). Only exceptions would be during meals or in the event that new guidelines are established by the district and or county health department.

***Faculty and staff daily screening procedures will be completed through the Crisis Go application before entering the building each day.

***All teachers are expected to work the adjusted district workday, 7:00 AM until 3:15 PM. Teachers are expected to report immediately to classrooms to supervise student arrival and breakfast in the classrooms until the first period begins. Teachers who have a first hour prep will still be expected to assist with hallway / breakfast supervision each day.

- Classroom/Instructional Time
  - **Teachers will wear masks/face coverings during instructional time.**
  - Teachers will start their day by supervising breakfast procedures in the first hour block class. Cleanup and trash procedures will be assigned by hallways.
  - All teachers will be required to utilize a detailed assigned seating chart and enforce this procedure daily. This will assist with contact tracing if it becomes necessary.

- Teacher prep hours have been assigned based on master schedule. Teachers will teach four courses; final schedule can be adjusted by principal if deemed necessary. Examples: academic support / virtual classroom supervisors or additional building duties.
- Teachers will utilize scheduled restroom breaks to avoid mixing students from different classes. Spaces inside and outside the restroom will provide visual cues to ensure proper procedures are being followed.
- Teachers will eat lunch with their fourth period block courses if they choose to do so. Each class will go to the cafeteria to pick-up their tray at an assigned time and carry it back to the classroom to eat lunch. Time has been allotted (11:35 AM - 1:20 PM) for this to take place without compromising instructional time.
- Teachers will enforce building code of conduct and Central high school discipline procedures.
- Teachers will be wiping down light switches, door knobs and desks after every class period ends before new students arrive.
- Teachers exhibiting symptoms/signs of COVID-19 will be sent to the nurse for immediate evaluation. Isolation room will be utilized to follow district procedures for containing exposure until the staff member can receive further medical evaluation.
- Teachers will follow a normal Wednesday collaboration schedule after student dismissal. Locations will be assigned by the building principal or designees.

<u>Building Support Staff</u>

***All staff will be wearing masks and or face coverings (shields) inside the high school facility and shared spaces (hallways, classrooms). Only exceptions would be during meals or in the event that new guidelines are established by the district and or county health department .

***Building principal and or designee will assign responsibilities on an as needed basis to assist with daily operations at Central High School. This may include working in assigned areas but being assigned new duties to assist with these processes.

<u>Buildings and Grounds</u>

***Every individual on the Central High School campus will be required to wear a mask and or face covering with the exception of meal times on campus.

- Interior Hallways:
    - Hallway traffic will travel counter clockwise in A, B, C-North, D, E, F, G-North. G-South will travel North only and C-South will travel south only. Stairwells will be assigned for one way traffic only (Up or Down).
- Outside zones / procedures:
    - North faculty lot (Stadium Lot) will be used for bus dropoff and pickup procedures. Morning drop off occurs as buses arrive; in the event that multiple buses arrive, students will be dismissed separately to avoid over crowding. The only vehicles on this lot will be faculty/staff assigned parking (no visitors).
    - South lot (Main Entrance) will be used for student assigned parking and visitor access.Congregating will not be permitted upon arrival or dismissal of school day. Visitors will be required to check in at the attendance desk. Visitors will be required to wear masks and be screened before entering the building.
    - Athletic fields will be primarily used by physical education classes throughout the school day. Additional steps will be taken by instructors to ensure guidelines are followed.
- Sanitation procedures:
    - District office will assign custodial cleaning schedules based on building rotations. Building supervisors will communicate this plan with staff.
- Staff area procedures:
    - Masks and face coverings will be utilized throughout the entire campus. Social distancing requirements will be followed when utilizing spaces. Sanitation will be required after using office equipment and shared materials.
- Isolation room procedures:
    - Room C1 will be utilized as the CHS isolation room. This is located on the first floor directly adjacent to the nurses office and in close proximity to the main office. SRO will now be located in the main office.
- Cleaning log
    - Log will be used to ensure that all cleaning and sanitizing requirements are being met, this will be located in the main office.

Example Weekly Schedule:

M-T-TH-F	Wednesday (Collaboration)
1) 7:35 - 8:50	1) 7:35 - 8:43
2) 8:55 - 10:10	2) 8:48 - 9:56
3) 10:15 - 11:30	3) 10:01 - 11:09
4) 11:35 - 1:20 (Lunches) A. 11:30-11:55 B. 12:15-12:40 C. 12:55-1:20	4) 11:14 - 12:47 (Lunches) A. 11:09-11:34 B. 11:39-12:04 C. 12:22-12:47
5) 1:25 - 2:45	5) 12:52 - 2:00

Building COVID-19 Screening Procedures

Staff, students and pre-approved visitors entering the school buildings will be screened. All students will be temperature checked prior to entering the building.

Bus riders will be screened upon boarding the bus..

If a student is boarding the bus without a parent present and indicates a temperature of 100.0° or higher, the student will be assigned a seat in the front of the bus. Students with an elevated temperature will have their temperature checked a second time upon arrival to school. If the elevated temperature is still registering, the student will be taken to the isolation room where an additional temperature check with a different thermometer will be conducted. If indicated, the parent / guardian will be contacted and additional screening will occur.

Car riders, daycare students, and walkers will be temperature checked upon arrival..

If a student indicates a temperature of 100.0° or higher, a second check will be done. If the elevated temperature is still registering, the student will be taken to the isolation room where an additional temperature check will be conducted with a different thermometer. If indicated, the parent / guardian will be contacted and additional screening will occur.

- If a student visits the nurse, additional screening may be implemented as needed. Staff will be asked screening questions each day prior to arrival at school. The collection method is still being developed at this time. Individuals at risk will be redirected for additional screening. Students could be asked screening questions each day prior to entering the building.

Orientation(s)

- Virtual design utilizing Moodle learning management system
    - Plan communicated through all district resources
    - Open Moodle page for easy access
    - Include: presentations, learning modules and electronic forms

Back to School / Parent Events

- Back to School Event
    - Video Presentation including teacher introduction
    - Links to important documents
    - Contact Info for all Faculty & Staff
- Parent Teacher Conferences
    - ZOOM meetings by appointment
    - Follows district calendar for previously scheduled work days

Dances / Booster Kick-Off / School-Wide Assemblies

- Dances, Assemblies, All School Booster Club Kick-off, and other events will be canceled until further notice.

Detention / Saturday School / Tutoring / ISS

- All of these items will remain the same for the 2020 / 2021 school year. Events will be canceled if the district closes and transitions to virtual instruction.

Alternative Method of Instruction

(District Dismissal for Virtual Instruction)

Starting the 2020-2021 school year CHS teachers will incorporate their classroom learning management platforms into daily activities in preparation for a virtual transition to occur. This will include using the Moodle / Google classroom platforms a minimum of three times per week for assigning activities / assessments, and or providing feedback. Students will be expected to log into their email at the start of 2nd Block and 5th Block. This will be enforced by classroom teachers every day to encourage communication and prepare students for possible dismissal from school.

In the event of a district wide dismissal and transition into virtual classrooms, all students will be:

- Required to log on to classes through ZOOM according to the schedule below
    - Attendance will be taken at each meeting within the first 10 minutes.
    - Actively participate in activities and discussions throughout lesson
    - Remain in front of the computer screen at all times
    - Follow student code of conduct and dress code guidelines
    - Use student devices for Zoom sessions
    - Checking email twice daily at designated times (9:00 AM & 12:30 PM) and respond to emails from teachers
    - Complete assignments / assessments by required due dates
- ZOOM lessons providing instructional material / new content for students will be recorded, saved and published on the classroom learning management system (Moodle Page or Google Classroom)
    - ZOOM classroom discussions / office hour meetings can also be recorded by the teacher to ensure students are following building code of conduct and meeting classroom expectations.

Example AMI Weekly Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Teacher Prep 7:00 - 8:15	Planning 7:00 - 7:45	Planning 7:00 - 8:00	Planning 7:00 - 7:45	Planning 7:00 - 8:00
Office Hours 8:30 - 11:30	1st Block / Instruction 8:00 - 9:00am	Collaboration 8:00 - 9:30	1st Block / Instruction 8:00 - 9:00am	Collaboration 8:00 - 9:30
Teacher Lunch 11:30 - 12:30	2nd / Block Instruction 9:15 - 10:15am	Office Hours 9:30 - 11:15	2nd / Block Instruction 9:15 - 10:15am	Office Hours 9:30 - 11:15
Office Hours 12:30 - 2:45	3rd Block / Instruction 10:30 - 11:30am	Teacher Lunch 11:30 - 12:30	3rd Block / Instruction 10:30 - 11:30am	Teacher Lunch 11:30 - 12:30
	Teacher Lunch 11:30 - 12:30	4th Block / Instruction 12:30 - 1:30pm	Teacher Lunch 11:30 - 12:30	4th Block / Instruction 12:30 - 1:30pm
	Office Hours 12:30 - 1:30pm	5th Block / Instruction 1:45 - 2:45pm	Office Hours 12:30 - 1:30pm	5th Block / Instruction 1:45 - 2:45pm
	Planning 1:30-2:45pm		Planning 1:30-2:45pm	

***Any teacher email communication will include both students and guardians.

***Central office will communicate “meals-to-go” information with community members.

CHS Tigers @ Home Plan
(Currently Enrolled Virtual Students)

- Technology items and devices will be distributed to students on August 21st from 8:00 AM until 12:00 PM at CHS
- Teachers will be assigned to supervise virtually enrolled students completing Edgenuity courses
    - Virtual schedule information will be provided to students on August 21st
- Courses will be primarily offered through Edgenuity
- Additional coursework can be offered through Launch (Advanced Coursework) if not available through Edgenuity
- Students will be enrolled in four courses per quarter
- Students who attend a three hour block course at CTC will take two virtual courses, in addition to their block, and have the potential to earn 3.5 total credits per semester
- Services will be provided to students with IEPs /504's/ EL
- Central Office is coordinating "Meals to Go" for virtual students

***Students who have enrolled virtually are eligible for extra-curricular activities but will be academically monitored using the edgenuity program. Students must maintain a minimum of 5% range within their target goal for their courses to participate.**

***Students enrolled in Tigers@Home participating in athletics or co-curricular activities may report to campus no earlier than 3:00 P.M. on practice and or meetings days. Students must enter the building at the main entrance for the screening procedure prior to reporting to activities.**

The full copy of the Cape Girardeau Public Schools district Re-Entry Plan can be found utilizing the following link:

https://docs.google.com/document/d/1KFqt9w1RVVMH2KT2eo5zSeq42Lps08yYq7o7kGMVlu4/edit?usp=gmail