



Charles City High School

Information for In-Person Learning

February 2021

Note: *Parents/students who select virtual learning will remain in virtual learning for the remainder of the school year.*

Before Arrival

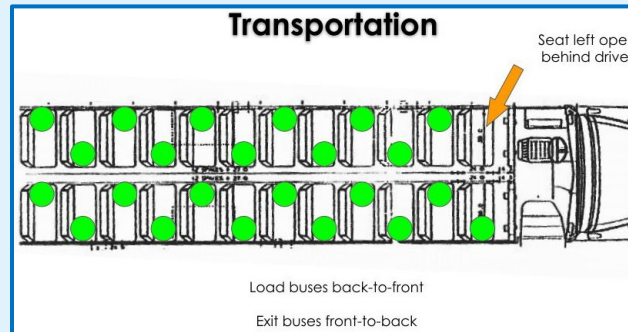
1. All students will be required to wear masks all day from the time they get on the bus in the morning and throughout the instructional day until they get off the bus in the afternoon. Masks are removed only during breakfast/lunch. Masks and social distancing are also required after school or anytime you are in the school building.
2. All students will practice social distancing, maintaining a distance/space of at least six feet apart at all times.
3. Parents and students will not be able to interact with their teachers and peers at the levels that they could before the pandemic, especially regarding close physical contact, such as hugs, private conversations that involve distances of less than six feet, etc.
4. Announced and unannounced visits to the building will not be allowed (eating lunch with their child, volunteering, etc.) unless a student is being picked up early.
5. School operating hours will be 7:00 a.m. – 3:00 p.m.
6. Students will report to the school building on a hybrid split schedule -- either Monday and Tuesday, or Thursday and Friday.
7. Wednesday will be an upload / download day. This will also be a deep cleaning day in the building and virtual professional development for teachers.
8. On those instructional days when students are not physically present in the building, they will be provided with synchronous online instruction over the internet. Attendance will be taken during class time.

Parents as Partners

1. Parents will complete student temperature (100 or lower) and symptom check prior to leaving home.
2. If the student has a temperature or aches, cough, congestion, fatigue, or other COVID-19-related symptoms, the student must stay at home.
3. If the student is temperature free, symptom free, and has a mask/face covering they will board bus.
4. Thermometers will be provided to all CCHS families.

On the Bus

1. Students will be properly socially distanced while riding the bus to and from school and sit 3 ft. apart (one student near window in one seat, another student near the aisle in the next seat). Students living in the same household can be seated together.
2. Students will be required to keep their mask on for the duration of bus ride.
3. Students will be transported only if they are temperature free, symptom free, and wearing a mask/face covering.
4. Drivers will have extra masks on buses and other school vehicles that can be provided to students if they do not have proper face coverings.



Arrival at School

1. Bus Drivers will be signaled when they can unload students once they arrive at the school (all students cannot depart their bus at one time as they have in the past).
2. When given the signal after 7:00 AM to safely depart their bus, students will depart from the bus in a line spaced six feet apart and will enter the building with the same social distancing.

Entering the Building

1. Student temperature checks will be completed every morning when students enter the school.
2. Students' face coverings will also be checked to ensure that they offer proper protection (covering nose and mouth). If students do not have appropriate face coverings, the school will provide that student with an appropriate face covering. All student symptom, temperature and face covering checks will be completed by school personnel.
3. Random bag checks will continue to be conducted.
4. Students can bring *sealed* clear water bottle to school or an empty bottle.
5. Once all students are cleared and determined to be temperature and symptom free, they will then be sent directly to their classrooms in single file lines with social distancing of at least six feet apart from their peers on the right side of each hallway.
6. Students who are dropped off or drive to school after the start of the school day will be similarly screened and escorted to their classroom.
7. Additional thermometers will be provided to staff to help facilitate temperature taking in the morning.
8. If a student is symptomatic/showing signs of having COVID-19, he/she will be escorted to the separation room (auditorium dressing room) where a parent or guardian will be contacted for pick up immediately. Parents must have an up to date emergency contact who is able to pick up a child within 60 minutes.

Going to Classrooms

1. Students will transition to designated classrooms walking down the right side of every hallway while maintaining proper social distancing of at least six feet apart.
2. School personnel will be in the hallways to monitor and guide students to their classrooms and to ensure that they always maintain social distancing.
3. Students will not be permitted out of class unless it is a restroom or nurse visit.
4. We will continue with the school hallway rule: students remain in class the first and last 15 minutes of the bell.

In the Classroom

1. Once in classrooms, students will be assigned to and will sit at their designated seat with their name and/or desk number.
2. Students will sit at the same seat/desk every day that they report to school to prevent the risk of contamination of their peers and to assist with contact tracing.
3. Health and physical education teachers will conduct many of their lessons in the classroom. Activities in the gym will be limited and students will not need to change clothing for gym activities.
4. Students will use spit guards and bell covers for Band.
5. For media/library, students will be allowed to check out a book.
6. There will be no use of community supplies in any classroom.
7. All students will use his/her own personal or school-provided supplies (no sharing).
8. At no time should students ever share or exchange masks.
9. Each teacher will have disinfectant wipes, hand sanitizer, related cleaning supplies, and additional masks in their classrooms.

Instruction

1. Students will follow their daily schedule of instruction regardless of whether they are enrolled in on site in-person or virtual online learning.
2. Teachers will instruct students who are in their classrooms at the same time they teach the students who are joining virtually.
3. SEL lessons will be incorporated in each class.

Pride Time R2L Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Math	English	Electives & CTE	Science	History
10:05-10:35 a.m.	10:05-10:35 a.m.	Electives 1-1:30 p.m. CTE 1:30-2:00 p.m.	10:05-10:35 a.m.	10:05-10:35 a.m.

Breakfast

1. Breakfast will be grab-and-go bags. Students will take their grab-and-go bags to their first period and eat once they are in class, not in the hallway.
2. When directed by the teacher, students will discard trash, use hand sanitizer, and return to their designated/assigned seat.

Lunch

1. Lunch will be in the cafeteria and the gym. Desks will be used and will be six feet apart.
2. Students will enter the cafeteria, sit down, and then small groups will be allowed to go through the line until everyone has a lunch.
3. Students who packed a lunch or are not eating will use the gym for lunch if needed.
4. Teachers will escort classes to the lunchroom in a single line. Students who are not eating or have lunch from home will be escorted by their teacher to a specific lunch area. Students who are getting lunch in the cafeteria will be escorted to the cafeteria by their teacher.
5. When directed by the lunch monitor, students will discard trash in trash can.
6. As weather permits outside seating for lunch may be available.

Fire Drills

When a fire drill is performed, teachers will follow the same procedures as they have in the past with the following modifications:

1. Teachers will line their students up with each student maintaining proper social distancing of at least six feet apart. The classrooms at the end of the hallway nearest to the exit will always exit the building first, followed by the rest of the hallway classes as they maintain proper social distancing and wear their face coverings.
2. Once outside of the building, teachers will take their students to a designated safe area maintaining a six-foot distance between each student.
3. As in a typical school year, teachers will take attendance and wait for the all-clear signal to reenter the building. Students will maintain proper social distancing as they return to the building.

Nurse

The school nurse will report to teacher classrooms to care for any student who shows signs of distress. However, in an effort to limit the number of students visiting the office and clinic, minor injuries may be handled by classroom teachers (teachers will report the incident to the school nurse). Minor injuries may include (but are not limited to) the following:

- Itching/bug bite
- Minor scrapes and scratches
- Bleeding scab
- Band-Aid
- Chapped lips

Teachers will be required to call the school nurse to their classrooms for the following:

- Head or face injury
- Severe stomach pain
- Nosebleed lasting more than five minutes
- Diabetic emergency
- Asthma attack
- Possible broken bone
- Deep cut
- Insect sting
- Fainting or seizure
- Allergic reaction
- COVID-19 symptoms

COVID-19 symptoms may include any of the following

- Cough
- Sore throat
- Fever/chills
- Head, muscle, or body aches
- Vomiting or diarrhea
- Severe abdominal pain
- Loss of taste or smell

If a student is experiencing any of the mentioned COVID-19 Symptoms, the following actions will be taken by the classroom teacher:

- Ensure the student is wearing his/her mask appropriately.
- Call the nurse or a designated person.
- The student will step out of the classroom and wait for the nurse, or designated person to be escorted to the separation room.

Early Dismissal

1. When a student is picked up early by their parent, the parent will report to the office and follow all current COVID-19 protocols when signing out their student.
2. Once the parent has shown proper identification and has signed out his/her student, the parent will then wait in their vehicle, or outside the front entrance for his/her student to exit the building.
3. The student will report to the front office and will be escorted to their parent.

Dismissal

1. Dismissal will be completed on every instructional day over the PA system.
2. Two hallways will be dismissed at a time. The next hallway will not be dismissed until every student from the prior hall is safely out of the building and boarding the school bus in their assigned seat.

3. Students will be reminded to maintain proper social distancing while walking down the right-hand side of every hallway and when boarding the bus.
4. Students will be monitored and reminded by all school personnel to make sure that their face coverings are always properly worn, including while on the bus.
5. During our initial return to school, all teachers will walk their students to their buses to ensure that they are maintaining proper social distancing. Teachers will continue to monitor students during the dismissal process. Teachers will be present in hallways and on the bus loop during dismissal. Student drivers and car riders will be released with their classroom.
6. Any parent arriving after 2:00 p.m. to pick up a student will have to wait in their vehicles until normal dismissal at 2:40 p.m.

Bathrooms

1. Students will utilize hallway bathrooms, which will be cleaned several times throughout the school day.
2. Teachers will monitor students from the hall at designated times through the instructional day.
3. No more than two students will be allowed in the restroom at one time.
4. Students will not be permitted out of class unless it is a restroom or nurse visit.
5. We will be using the previous year's hallway rule: students will remain in class the first and last 15 minutes of the bell.
6. Students must have a written pass from their teacher to use the restroom.

Access Center

All current access center students who regularly attend the access center will be offered in-person instruction four days a week (Monday, Tuesday, Thursday, Friday). The access center will be discontinued once in-person learning starts. Students will follow their regular class schedule.

Disciplinary steps for not wearing masks or wearing masks incorrectly

Proper face coverings/masks must always be worn by all students and school personnel. Students will be allowed to remove their face coverings during breakfast and lunch time to eat and drink; however, this will be the only time that this will be allowed during the instructional day.

If a student does not keep their face covering/mask on their face or refuses to wear their mask properly during the instructional day, the following interventions will be considered:

1. Students will be issued a corrective warning if they are not wearing their face covering properly.
2. If students are having trouble with their face covering/mask, they will be offered a new mask that will fit their face properly.
3. If a student continues to disregard the safety requirements for social distancing and/or face coverings/masks, that student will be assigned to virtual learning after three reported/documented violations.
4. Progression of consequences if behavior continues will be considered on an individual, case-by-case basis.

Return 2 Learn

Student Movement to Classes	Class Attendance Method	Breakfast	Students Reporting from Buses (arrival)
Students would move to each class (1 st -7 th period) following the same bell schedule (See Below) .	<p>Group A students— <u>In person</u> Monday/Tuesday</p> <p><u>Virtual</u> Thursday/Friday</p> <p>Group B students— <u>Virtual</u> Monday/Tuesday</p> <p><u>In person</u> Thursday/Friday</p> <p><i>New material will be taught 4 days a week</i></p> <p><i>Groups TBD</i></p>	Grab and go breakfast. Students will eat in their 1 st period class.	<ul style="list-style-type: none"> • Unload buses one at a time. Students will take temperature upon entering and a teacher will check them off on a bus roster. Students coming in late will be checked at the office. • Report to 1st block
Bag Checks	Sanitizing Between Classes	Student Restrooms	Additional Supplies
Random bag checks	<p>Students will be provided a wipe to clean area before dismissal.</p> <p>Students will be offered a wipe to clean area upon entry to class.</p>	Students must have passes and a monitor will be outside restroom to maintain social distancing. We will be using the previous year's rule of no one out of class the first and last 15 minutes.	Small supply of masks for classrooms to help address mask compliance issues.

Regular Day Schedule

Period/Activity	Time	
First Period Warning Bell	7:15am	
Morning Announcements	7:20am – 7:23am	
1 st	7:20 am - 8:13am	
2 nd	8:17am – 9:07am	
3 rd	9:11am – 10:01am	
Pride Time	10:05am – 10:35am	
4 th	10:39am – 11:29am	
5 th	<u>1st Lunch</u> Lunch: 11:33am – 11:58pm Period: 12:02pm – 12:52pm	<u>2nd Lunch</u> Period: 11:33am – 12:23pm Lunch: 12:27pm – 12:52pm
6 th	12:56pm – 1:46pm	
7 th	1:50pm – 2:40pm	

Two-Hour Delay Schedule

Period/Activity	Time	
First Period Warning Bell	9:15am	
1 st	9:20am – 9:58am	
2 nd	10:02am – 10:37am	
3 rd	10:41am – 11:16am	
Pride Time	11:20am – 11:40am	
4 th	11:44am – 12:19pm	
5 th	<u>1st Lunch</u> Lunch: 12:23pm – 12:45pm Period: 12:47pm – 1:22pm	<u>2nd Lunch</u> Period: 12:2pm – 12:58pm Lunch: 1:00pm – 1:22pm
6 th	1:26pm – 2:01pm	
7 th	2:05pm – 2:40pm	

Early Dismissal Schedule

Period/Activity	Time	
First Period Warning Bell	7:15am	
1 st	7:20am – 7:48am	
2 nd	7:52am – 8:17am	
3 rd	8:21am – 8:46am	
Pride Time	8:50am – 9:15am	
4 th	9:19am – 9:44am	
5 th	<u>1st Lunch</u> Lunch: 9:48am – 10:13am Period: 10:17am – 10:42am	<u>2nd Lunch</u> Period: 9:48am – 10:13am Lunch: 10:17am – 10:42am
6 th	10:46am – 11:11am	
7 th	11:15am – 11:40am	

Special Programs Schedule

Period/Activity	Time	
First Period Warning Bell	7:15am	
1 st	7:20am – 8:03am	
2 nd	8:07am – 8:47am	
3 rd	8:51am – 9:31am	
Pride Time	9:35am – 10:00am	
4 th	10:04am – 10:44am	
5 th	<u>1st Lunch</u> Lunch: 10:48am – 11:13am Period: 11:17am – 11:57am	<u>2nd Lunch</u> Period: 10:48am – 11:28am Lunch: 11:32am – 11:57am
6 th	12:01pm – 12:41pm	
7 th	12:44pm – 1:24pm	
Special Program	1:28pm – 2:40pm	