

# New Century Technology High School

## 2020-2021 Building Reentry Plan

### Traditional Students / Cohorts

- Traditional students will **return to campus in cohorts** beginning September 21<sup>st</sup> on a staggered schedule. Students will be divided into two cohorts based on the first letter of their last name. Cohort 1 will include students whose last name begins with A-K and Cohort 2 will include students whose last name begins with L-Z. If you need to request a different cohort based on siblings in a different cohort, please contact Ms. Roby by September 9<sup>th</sup>. No further action is required for traditional students who plan to return with their cohort in September.
- Traditional students have the option to **remain on remote learning** through the end of the first nine weeks, but will be expected to return to school on October 23<sup>rd</sup> if schools are open for students at that time. Email Ms. Roby at [Sheila.robby@hsv-k12.org](mailto:Sheila.robby@hsv-k12.org) no later than September 9<sup>th</sup> to remain on remote learning through the end of the first nine weeks.
- Traditional students may also choose to **enroll in Huntsville Virtual Academy (HVA)** by completing the form here: [https://docs.google.com/forms/d/1-8OiU9nitHMpMjgEEXd4K1bCt2XsbNpiAzSQVWS\\_9vA/edit](https://docs.google.com/forms/d/1-8OiU9nitHMpMjgEEXd4K1bCt2XsbNpiAzSQVWS_9vA/edit) no later than September 9<sup>th</sup>.

### HVA Students

All virtual (HVA) students will be allowed to choose whether they want to remain virtual or switch to traditional. Students (or parents) who choose to **unenroll in HVA and return to the building** in September must notify the district by completing the form here <https://docs.google.com/forms/d/1yQD48YLjZkSHabnFibMW4MVAxeVoMaxWTd053Qo-RTo/edit>. HVA students who do not notify the district on or before September 9<sup>th</sup> of their decision to switch to traditional will **remain virtual** students until the end of the first semester.

HVA students will be given the option of returning to in-person classes in January or remaining a virtual student through the end of the school year. Please see "Bell Schedule" below for an update on when live classes will be held beginning September 21<sup>st</sup>.

### Staggered Schedule

Cohort 1 (A-K) will attend school every Monday and Tuesday and every other Wednesday. Cohort 2 (L-Z) will attend school every Thursday and Friday and every other Wednesday. The A/B calendar was adjusted slightly to accommodate this schedule. Beginning September 21<sup>st</sup> through the end of the first semester, every Monday and Thursday will be A days and every Tuesday and Friday will be B days. Wednesdays will be A days for two weeks (to accommodate both cohorts) and then B days for two weeks. To ease the confusion, please see the calendar below for specific dates and A/B schedule.

# HCS Staggered Schedule


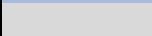


September 20						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
		B	A	B	A	
6	7	8	9	10	11	12
		B	A	B	A	
13	14	15	16	17	18	19
	B	A	B	A	B	
20	21	22	23	24	25	26
	A	B	A	A	B	
27	28	29	30			
	A	B	A			

October 20						
Su	M	Tu	W	Th	F	Sa
				1	2	3
				A	B	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	A	B	B	A	B	
18	19	20	21	22	23	24
	A	B	B	A	B	
25	26	27	28	29	30	31
	A	B	A	A	B	

November 20						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
	A	B	A	A	B	
8	9	10	11	12	13	14
	A	B		A	B	
15	16	17	18	19	20	21
	A	B	B	A	B	
22	23	24	25	26	27	28
	A	B				
29	30					
	A					

December 20						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
		B	B	A	B	
6	7	8	9	10	11	12
	A	B	A	A	B	
13	14	15	16	17	18	19
	A	B	A	A	B	
20	21	22	23	24	25	26
	B	B				
27	28	29	30	31		

## Events

Sep 7	Labor Day Holiday
Oct 5-9	Fall Break
Nov 11	Veterans Day Holiday
Nov 23 -24	E-Learning Days
Nov 25-27	Thanksgiving Holiday
Dec 23 - Jan 1	Winter Holiday for Students
	Cohort 1 (A-K)
	Cohort 2 (L-Z)
	No School
	E-Learning - all students

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## **Bell Schedule**

- 8:30 – 10:05 First period
- 10:10 – 11:45 Second period
- 11:50 – 2:00 Third period + Lunch
- 2:05 – 3:40 Fourth period

As we transition to the staggered schedule, it is important for students to understand that they are still responsible for the material covered during all five school days. Live lesson will typically take place during the first 45 minutes of each class period. Lessons will be recorded and posted in Schoology.

## **Basic Safety and Classroom Procedures**

Masks must be worn inside the building at least through October 2<sup>nd</sup> per the Governor's Safer at Home order. Mask should cover nose and mouth. Students are expected to socially distance while in the building to the extent possible.

Students will be assigned seats in all classes. Teachers will keep a record of assigned seats.

Desks will be cleaned periodically during the day.

## **Arrival Procedures**

**Student Drivers** may park in the lot just inside gate 4 off Quietdale. Students will have two weeks to get a parking pass from Mr. Sims.

**Car Riders** may be dropped off between the theatre and gym entrance just inside gate 4 or in the back of the school by the cafeteria if entering through gate 1.

**Bus riders** will be dropped off on the far side of campus and will walk across the catwalk and enter the building by the cafeteria and Lee attendance office.

The building will open at 7:45 and at that time New Century students will proceed to the media center until classrooms open. At 8:15 teachers will open their classrooms and students will report to their first period class. Mrs. Morrobel will release students from the media center gradually to assist with social distancing.

## **Class Change/Hallway Procedures**

Hallways are marked with directional signs. Please follow the signs and do not cross in front of traffic moving in the opposite direction.

While in the hallways, students should move purposefully to their next class. While in the hallway, maintain six feet between each yourself and other people.

## **Restrooms**

Students are encouraged to check in with their teacher and request the bathroom pass before going to the restroom. During class change, students should not stop by the restroom except in case of

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emergency. These guidelines are in place to maintain social distancing and eliminate congregating in the restroom.

## **Meals**

Breakfast and lunch will be served in the classroom. Students will be offered breakfast in their first period class and lunch in their third period class. Students wishing to bring their own meals from home may do so; however, meal delivery from local restaurants/fast food chains will not be permitted during lunchtime. Students will not have access to refrigerators or microwaves during meal time due to sanitation concerns. Dinner will be distributed to students at a kiosk in the cafeteria as they leave in the afternoon.

## **Student Pickup Procedures**

Students will be dismissed from class on a staggered dismissal at the end of the school day. Students in the gym and fine arts area will be dismissed at 3:30. All remaining students in classes downstairs will be dismissed at 3:35. Students whose classes are upstairs will be dismissed at 3:40.

## **COVID-19/Health Guidelines**

### **Major Symptoms of COVID-19:**

- New Cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing

### **Minor Symptoms of COVID-19:**

- Fever or chills
- Congestion or runny nose
- Muscle or body aches
- Nausea or vomiting
- Headache
- Sore throat
- Diarrhea
- **Fatigue****Close Contact (6/15 Rule):** Defined as an individual who has been within 6 feet of a person with at least one major symptom or a diagnosis of COVID-19 for at least 15 minutes. The 15 minutes is cumulative over a 24-hour period.

### **Prior to School/Work Each Day:**

Staff members should conduct a symptom self-check for COVID-19 prior to work. Parents or guardians should conduct a symptom check for COVID-19 on students prior to school. If a staff member or student has major or minor symptoms of COVID-19, a direct exposure to someone positive to COVID-19 within the last 14 days, has been tested for COVID-19 and awaiting results, or has been diagnosed with COVID-19 within the last 10 days, then they should not report to school/work, athletics, or extracurricular activities.

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## **Student or Staff Member Becomes Ill during the School/ Workday:**

- Teacher or staff member will notify school nurse by phone and speak with him or her before sending a student or staff member to the clinic. This will reduce exposure and assist in limiting the number of individuals in the clinic at one time.
- The nurse will assess the student or staff member. If symptomatic for COVID-19, the student or staff member must go home.
- A disposable mask will be placed on the student or staff member, if appropriate.
- Nurses and staff in the clinic and Health Monitoring Room will wear appropriate Personal Protective Equipment (PPE) that will be provided for them.
- Students will be escorted to the Health Monitoring Room until a parent/guardian arrives. The Health Monitoring Room will be monitored by the school nurse (unless dealing with a mandated need student or an emergency) or a staff member designated by the principal.
- If the student or staff member is having shortness of breath, difficulty breathing, or is in distress, 911 will be called.
- Individuals with symptoms will self-isolate for 10 days and must be fever free for at least 24 hours without fever reducing medication, unless other diagnosis is received.
- A clearance note from a health care provider will be required to return to work/school.
- The school nurse will determine close contacts to the individual with major or two or more minor symptoms of COVID-19. This will be determined using the 6/15 Rule listed above. This process will also be utilized for positive cases of COVID-19.
- The close contacts will be notified by the Health Services Department, and notifications of positive cases in the building will be sent by Schoolcast. Classroom and bus seating charts will be utilized in determining those who need to self-quarantine.
- **Exposure to Individual with Minor COVID-19 Symptoms:**
  - 6/15 Rule close contacts will not be sent home.
  - If a positive diagnosis is received, then those with 6/15 Rule exposure will be notified and must self-quarantine for 14 days. Persons remaining in a household with a positive person will have to self-quarantine for a longer period.
- **Exposure to Individual with Major COVID-19 Symptoms:**
  - Persons within the 6/15 Rule will be sent home and must self-quarantine for 14 days. Persons remaining in a household with a positive person will have to self-quarantine for a longer period.
- The principal will notify the onsite custodian to disinfect affected areas with Victory sprayer, and areas will be evacuated if necessary.
- The school nurse or principal will make appropriate COVID reports to HCS and ADPH. ADPH guidelines will be followed.

## **Student or Staff Member Tests Positive for COVID-19:**

- If a staff member or student tests positive for COVID-19, then they should not report to school/work, athletics, or extracurricular activities.
- The parent or guardian of the student should notify the school nurse and principal of the result. Staff members should notify their immediate supervisor.
- The school nurse will determine close contacts to the positive individual. This will be determined using the 6/15 Rule listed above. Persons remaining in a household with a positive person will have to self-quarantine for a longer period.

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- The close contacts will be notified by the Health Services Department, and notifications of positive cases in the building will be sent by Schoolcast. Classroom and bus seating charts will be utilized in determining those who need to self-quarantine.
- The principal will notify the onsite custodian to disinfect affected areas with Victory sprayer, and areas will be evacuated if necessary.
- The school nurse or principal will make appropriate COVID reports to HCS and ADPH. ADPH guidelines will be followed.

### **Nurse on Campus**

New Century Technology High School and Lee High school have two nurses on campus. The clinic is located on the JROTC hallway in the back of the building near the Lee High School Attendance Office.